Canon ZX-10

PC Connected Organizer

Owner's Manual

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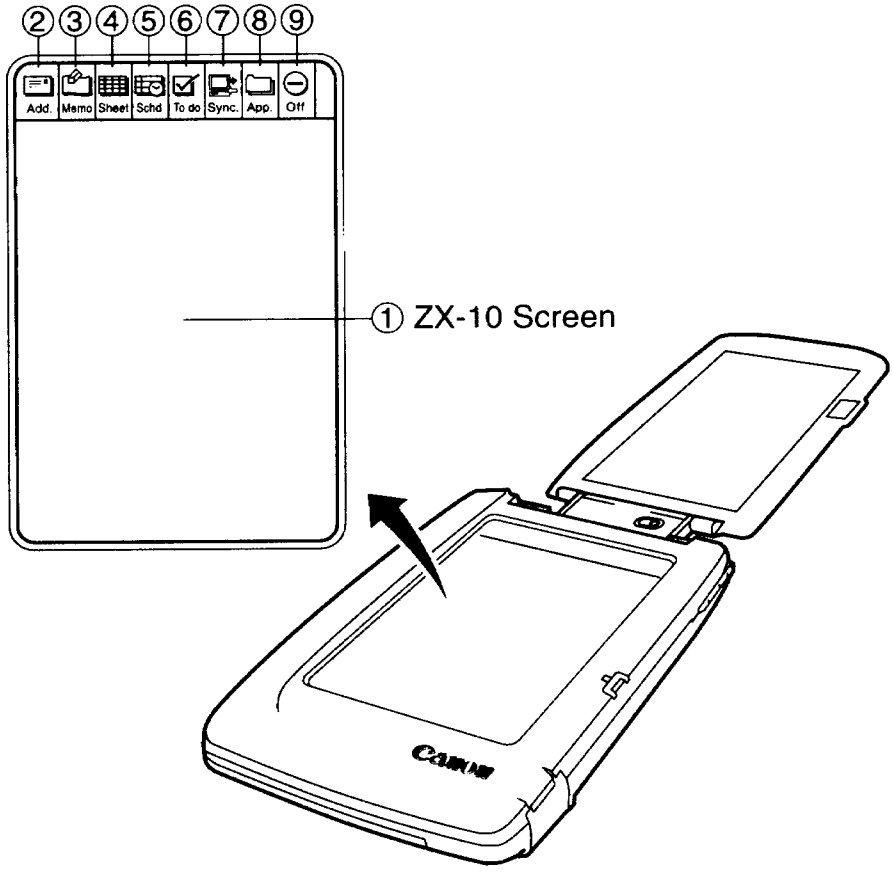
Chapter 1 - Getting Started

Congratulations on your selection of CANON ZX-10. This Owner's Manual contains important information you need to know when using the ZX-10. Be sure to read this manual before using the ZX-10 for the first time, and keep it on hand for future reference.

General Guide

■ Front Panel Buttons and Controls



①ZX-10 Screen
The screen displays data and controls that you tap with the stylus.

②Address button
Tap to enter the Address Book Mode.

③Memo button
Tap to enter the Memo Pad Mode.

④Sheet button
Tap to enter the Sheet Mode.

⑤Schedule button
Tap to enter the Schedule Mode.

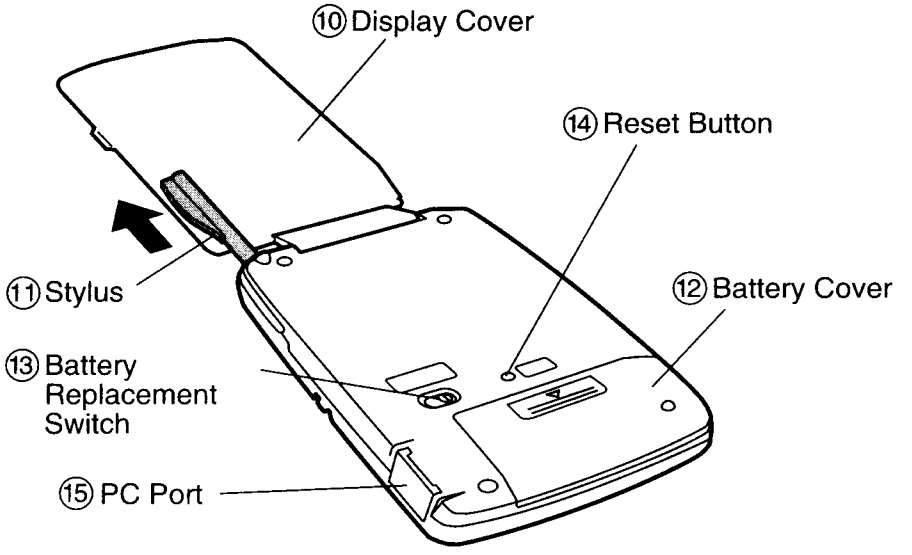
⑥To Do button
Tap to enter the To Do Mode.

⑦Synchronize button
Tap to enter the Data Sync. Mode.

⑧Application button
Tap to display the application menu.

⑨Off button
Tap to turn off power.

■ Back



⑩Display cover
Covers screen when ZX-10 is not in use (360° rotating cover).

⑪Stylus
Remove Stylus from ZX-10 to tap on the Screen. Replace stylus to original position when ZX-10 is not in use.

⑫Battery cover
Covers the battery compartment.

⑬Battery replacement switch
Slide to lock / unlock battery cover.

⑭Reset button
Push to reset / initialize ZX-10.

⑮PC port
Uses for connection of a cable to link the ZX-10 with a computer serial port.

Turning on Your ZX-10 for the First Time

The following describes the steps to use your ZX-10 for the first time.

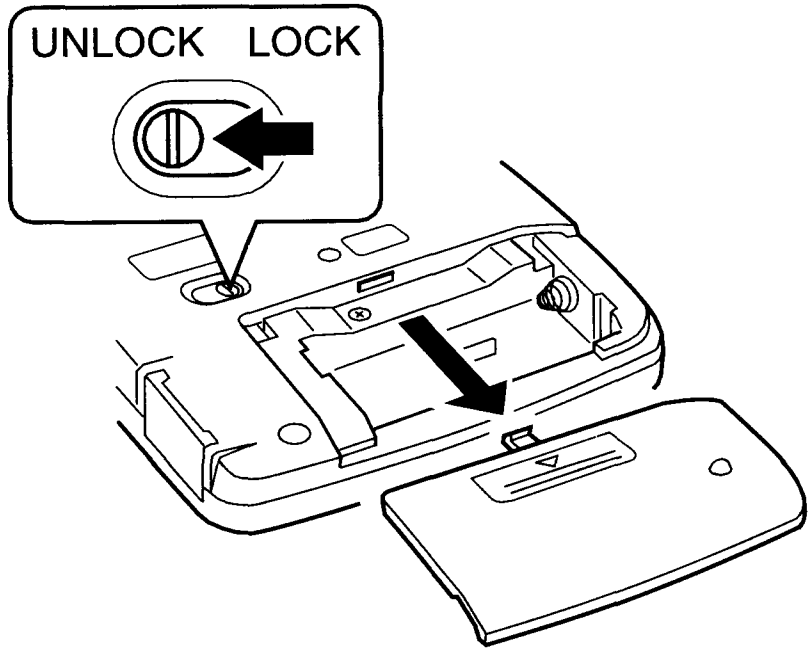
STEP1

■ Insert Batteries

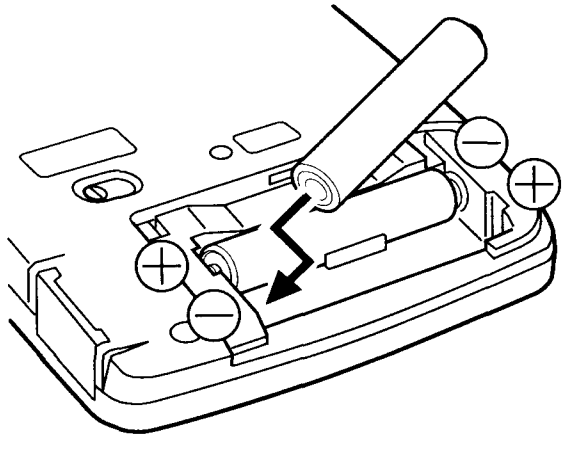
Your ZX-10 is powered by two AAA-size alkaline batteries. Use the following procedure to insert batteries before using the ZX-10 for the first time.

■ To insert batteries

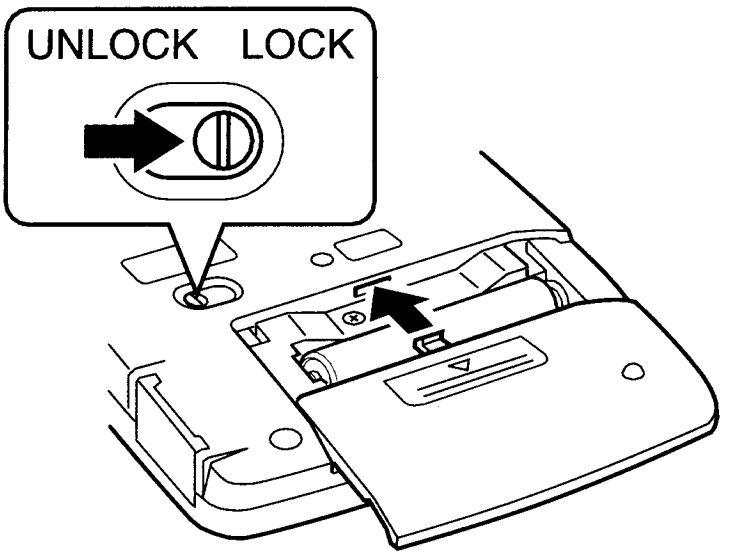
1. Slide the switch on the back of the ZX-10 to the <**UNLOCK**> position.
   - This turns off ZX-10 power and ensures that data in memory is protected against deletion during battery replacement. Double-check to make sure that power is turned off before you continue to the next step.
2. Remove the battery cover.



3. Install two new AAA-size alkaline batteries into the battery compartment.
   - Two AAA-size alkaline batteries are included in your ZX-10.
   - Make sure that the positive (+) and negative (-) ends of the batteries are facing as indicated inside the battery compartment.



4. Replace the battery cover.
5. Slide the switch back to its <LOCK> position.



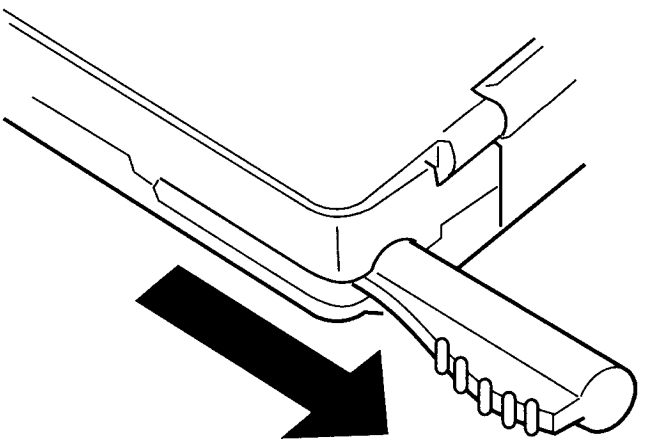
Battery Precautions

- ⚠ Never remove batteries from the ZX-10 while power is on.
- ⚠ Use a set of all new AAA-size alkaline batteries. Never mix old and new batteries and do not mix batteries of different types.
- ⚠ The use of manganese batteries will result in a marked reduction in the batteries' life expectancy. So ensure that alkaline batteries are always used.
- ⚠ The "Flash Memory" of your ZX-10 retains data even when batteries run out.
- ⚠ Low battery power is indicated by <Warning! Batteries are low> dialog appearing on the display. To make sure your ZX-10 data is safe, be sure to back it up on a computer before changing batteries.
  When battery power is very low, however, the ZX-10 may not turn on. The time setting will be returned to the initial factory default when the batteries run out.

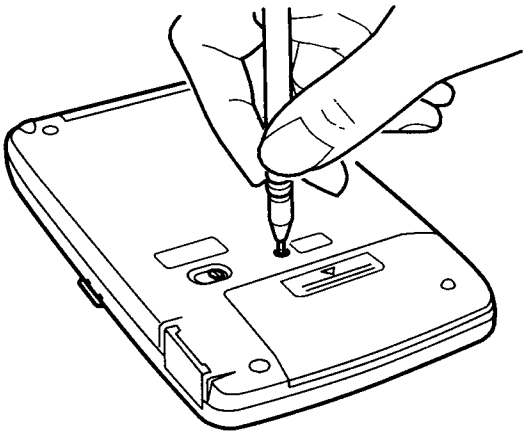
STEP2

■ Turn on your ZX-10

1. Remove the stylus from ZX-10.

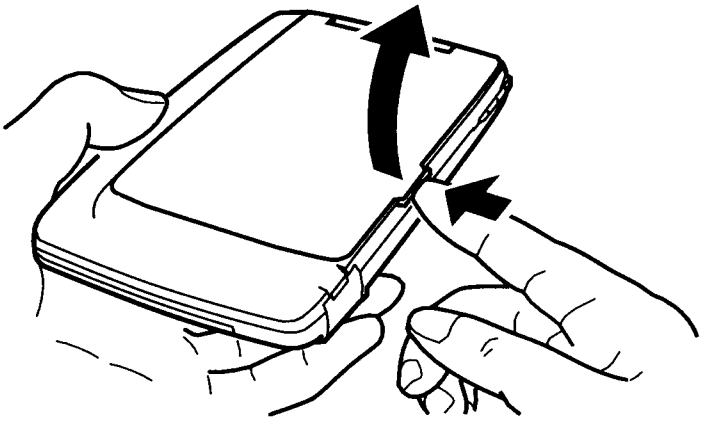


2. Push <RESET> button with the stylus.

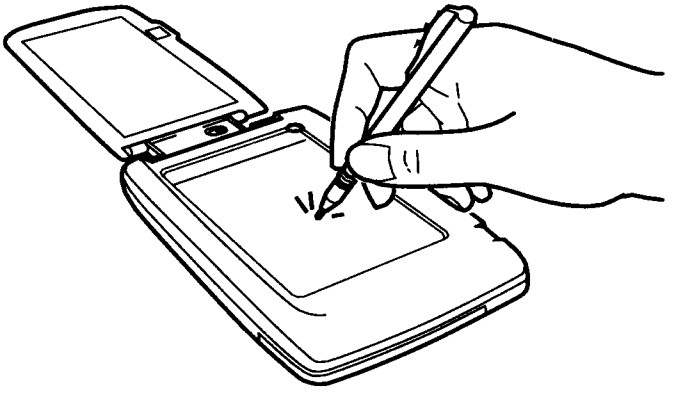


⚠**Important!**
Do not press RESET button when the PC Sync. cable is connected. If it is pressed by mistake, disconnect the cable and press RESET button again.

3. Open display cover.



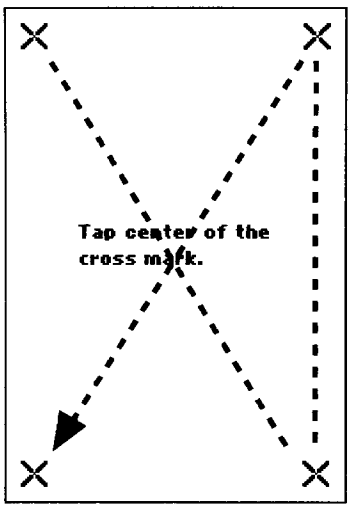
4. Use the stylus to tap on the ZX-10 screen.



STEP3

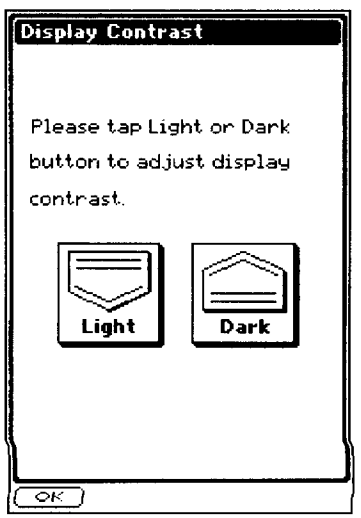
■ Adjust alignment Screen

1. ALIGNMENT Screen appears on display.
2. Tap the center of the "X" marks in all four corners according to the guidances.



■ Adjust display contrast

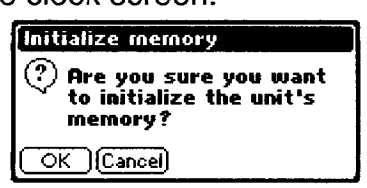
1. DISPLAY CONTRAST Screen appears on display.
2. Tap the on-screen buttons Light or Dark to adjust display contrast, and then tap OK.



STEP4

■ Initialize Memory

1. INITIALIZE MEMORY dialog appears on display.
2. Tap OK to move across to the Initialize Memory confirmation dialog.
3. In case you want to keep your data, tap Cancel to abort initializing memory and move to the clock screen.

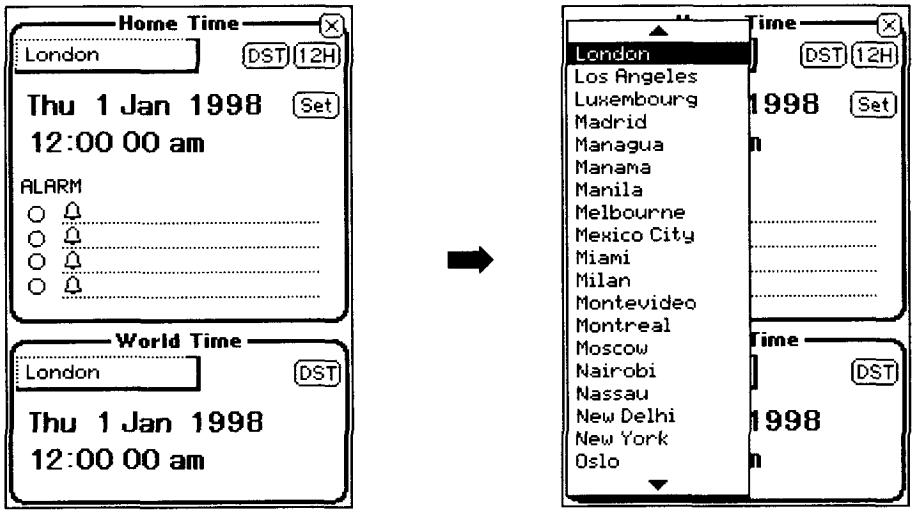


4. At initialize memory confirmation dialog, tap [OK] to delete all registered data. Tap [Cancel] to abort initializing memory and move to the clock screen. It will take about 30 seconds to complete the initialization.

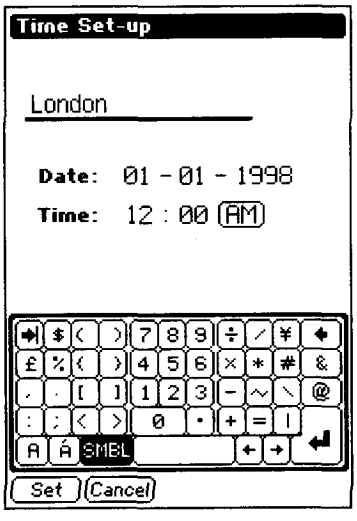
STEP5

■ SET THE CLOCK

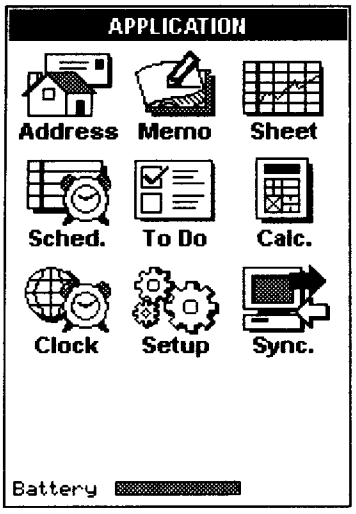
1. TIME SETTING screen appears on the display.
2. Tap the default city name "London" to select the desired home time city.



3. Tap [Set], to change display to the TIME SET-UP screen. Type the date and time using on screen keyboard, and tap [Set] to confirm. If you tap [Cancel], the display will be returned to TIME SETTING screen without registering typed data and time.



4. Tap ☒ in the upper right corner of the TIME SETTING screen to close. If the application menu is displayed, your setup is completed.



Now, you are ready to use your ZX-10.
If you can't see the Application Menu, please check all procedure from STEP1

- See "Using the Application Menu" on page 11 for details on using the application menu.
- Note that you can also set a number of user preferences. See "Chapter 3 - Setup Preferences" on page 15 for details.

Chapter 2 - Basic Operations

This chapter will provide you with all the information you need to perform basic operations with your ZX-10. Be sure to read through this chapter before using your ZX-10 for the first time.

Stylus Operations

The stylus that comes with the ZX-10 operates much like a standard computer mouse. With a mouse you click while with the stylus you tap.

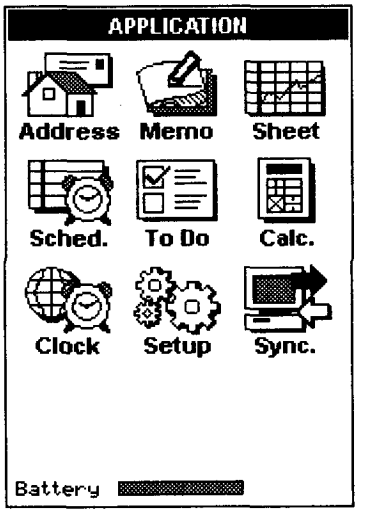
⚠Important!

- Use only the stylus that comes with the ZX-10 to perform on-screen operations. Use of any other object, like a pen or pencil, can scratch the screen.
- Never apply strong pressure when tapping the ZX-10 screen with the stylus. Doing so can damage the screen.

Using the Application Menu

The application menu is the place from which you can access all of the applications that are built into the ZX-10. The procedure below describes how to access applications only. See the following chapters for full details on using each application.

- Address Book Mode (page 28)
- Memo Pad Mode (page 51)
- Sheet Mode (page 56)
- Schedule Mode (page 35)
- To Do Mode (page 46)
- Calculator Mode (page 65)
- Clock Mode (page 24)
- Set-up preferences (page 15)
- Data Sync. Mode (page 68)



■ To access an application from the application menu

Use the stylus to tap on the application menu icon for the application you want to access.

- This will start up the application and display its initial screen.

■ To return to the application menu from an application

Tap ☒ in the upper right corner of the application window to close it and return to the application menu.

Help Message

The symbol [i] in the upper right-hand corner of a dialog or screen indicates that help message is available. Use the stylus to tap [i] and see the help message.

Battery Gauge

Battery gauge at the bottom of APPLICATION screen indicates the condition of battery power. Black bar shows the battery power left for ZX-10.

Zoom

Tap ⊕ at the bottom of the screen to enlarge the display contents for easier viewing. Tap ⊖ to reduce to the original screen size.

- Note that ⊕ / ⊖ is available only in the Address, Memo, Sheet, Schedule, and To Do modes.

Inputting Text, Numbers, and Symbols

A keyboard appears when new data input screen or data editing screen is on the ZX-10 display. The following descriptions of the available keyboards and the data input procedures apply to all input and editing screens, regardless of the mode.

■ About the cursor

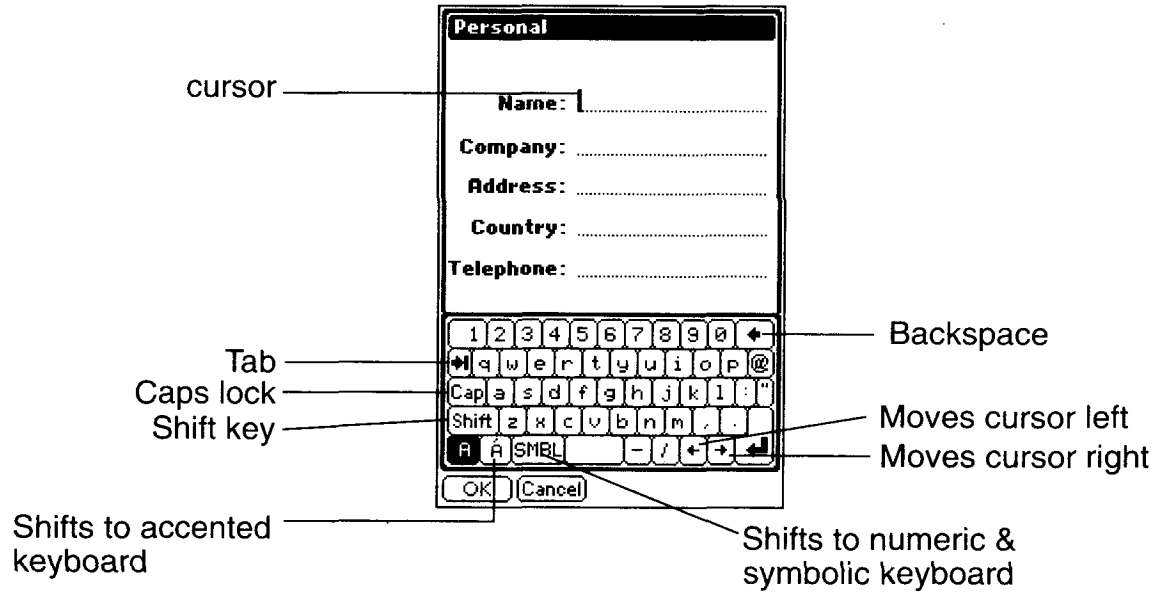
A cursor, which is indicated by a vertical line flashing on a new data input or editing screen, indicates the current input location. You can move the cursor to another location by tapping with the stylus.

■ About ZX-10 on-screen keyboards

Keyboards appear on the ZX-10 screen whenever they are required. Simply tap on the keyboard keys with the stylus to input. The following are the three types of keyboards that appear on the ZX-10 screen.

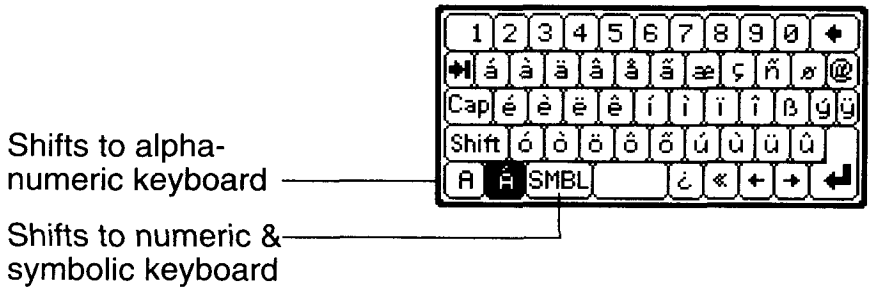
Alpha-numeric keyboard

- Use this keyboard for input of text and numbers.



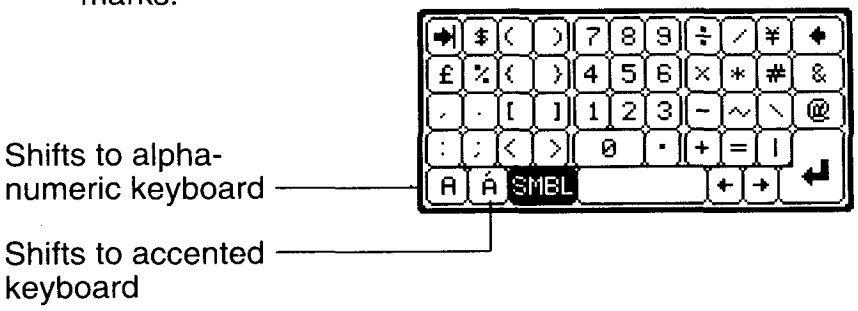
Accented keyboard

- Use this keyboard for input of accented characters and numbers.



Numeric & Symbolic keyboard

- Use this keyboard for input of numbers, mathematical symbols, and punctuation marks.



Basic Keyboard Operations

The following describes basic keyboard operations you can perform in any data input screen or data editing screen.

- Delete : Tap Back Space [←] to move the cursor one space to the left and delete the typed character.
- Insert : Locate the cursor to the place you want insert, and type characters using the on-screen keyboard.

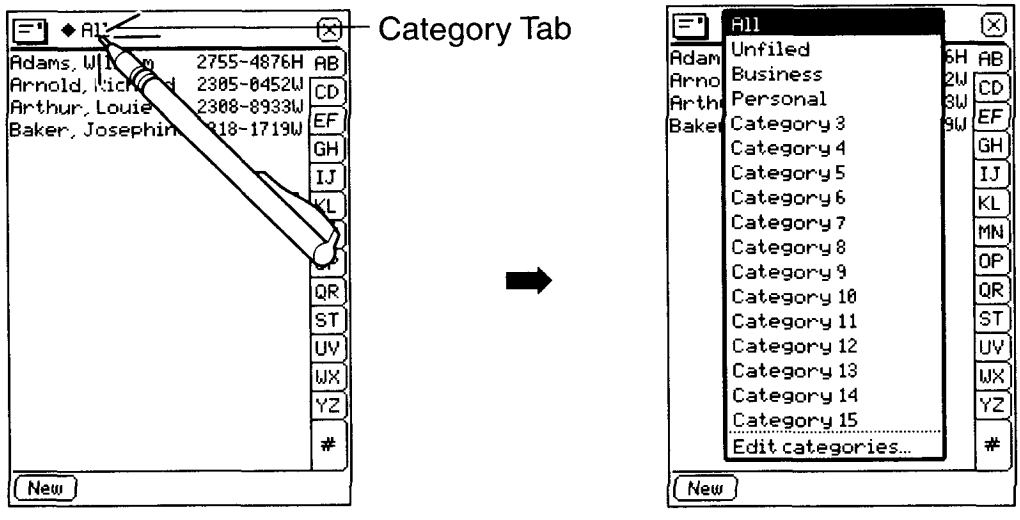
Using Categories

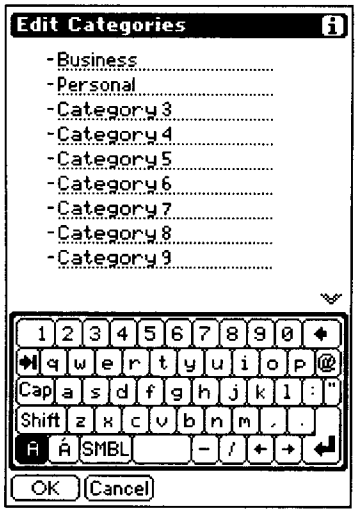
You can classify Address Book, Memo Pad, Sheet, and To Do Mode data according to categories. The ZX-10 comes preset with two default categories: Business and Personal. You can use these as they are or create up to 15 of your own categories.

- If you input data without assigning it to a category, it is automatically classified as "Unfiled." You can leave a record as "Unfiled" or change it to another category.
- See the data input procedures in the sections of this Owner's Guide that explain the Address Book, Memo Pad, Sheet, and To Do Mode for details on assigning data to a category.
- When displaying data stored in ZX-10 memory, you can select a specific category for display, or you can display the data in all categories.

■ To Rename a category

1. On the Address Book, Memo Pad, Sheet or To Do Mode screen, tap the category tab and select [Edit Categories].




Edit Categories
-Business
-Personal
-Category 3
-Category 4
-Category 5
-Category 6
-Category 7
-Category 8
-Category 9
1 2 3 4 5 6 7 8 9 0
q w e r t y u i o p @
Cap a s d f g h j k l : "
Shift z x c v b n m , .
A Á SMBL - / ← →
OK
Cancel

- The procedure you should use to display the <Edit Categories> dialog box depends on the mode you are currently in.
- The category becomes the setting for the entire ZX-10 unit regardless of the mode.

2. Use the stylus to tap a category name, and then change the name using on-screen keyboard at the bottom of the screen.
3. After you are finished, tap OK to close the <Edit Categories> dialog box.

Chapter 3 - Setup Preferences

This chapter will tell you how to select your user preferences that allow you to customize your ZX-10.

To display the Setup Preferences, tap the application menu's

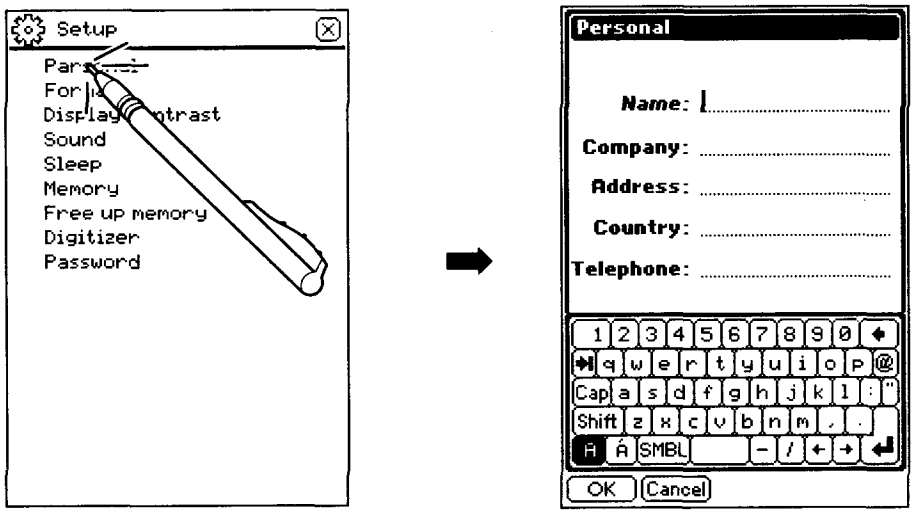
.

Inputting Your Personal Information

The personal information dialog box lets you input your name, address, and other information to personalize your ZX-10.

■ To input your personal information

1. In the Setup menu, tap [Personal] to display <Personal> screen.



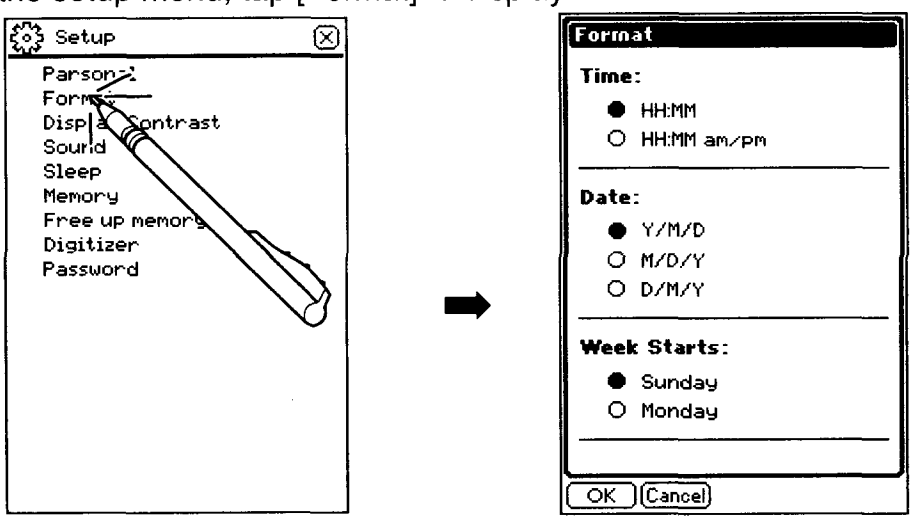
2. Use the on-screen keyboard to input data into each of the fields provided.
   - See "Inputting Text, Numbers, and Symbols" on page 12 for details on inputting data.
3. After you have finished inputting your personal information, tap [OK] to save it or [Cancel] to abort the input.

Setting Format

This setting allows you to customize time and calendar format, this format will be retained in the time and calendar setting of Schedule, To Do and Clock mode.

■ To set time / calendar format

1. In the setup menu, tap [Format] to display <Format> screen.



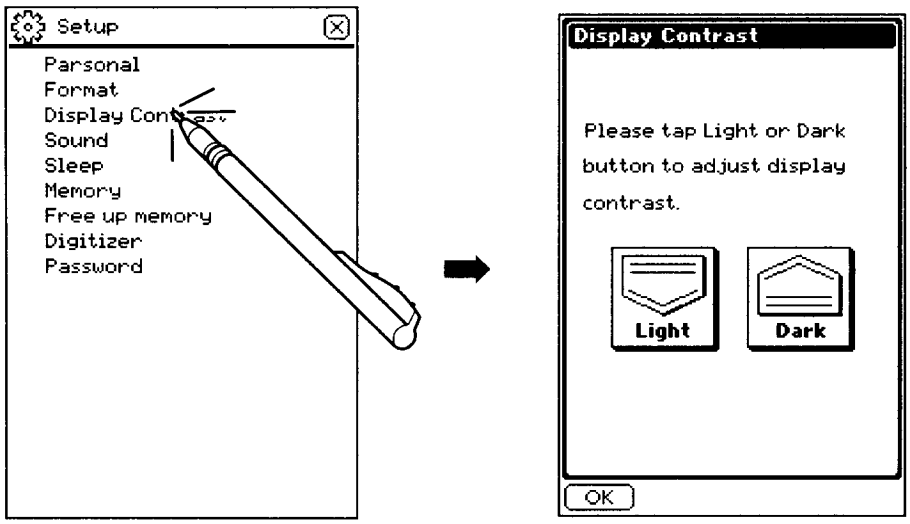
2. For the Time setting, tap one of the radio buttons at [Time] field to specify the time format.
   - If you tap on [● HH : MM], the time will be displayed in 24-hour time keeping format.
   - If you tap on [● HH : MM am/pm], the time will be displayed in 12-hour time keeping format.
3. For the : Date Setting, tap one of the radio buttons at [Date] field to specify the date format.
   - If you tap on [● Y / M / D], the date will be displayed in sequence of Year, Month and Date.
   - If you tap on [● M / D / Y], the date will be displayed in sequence of Month, Date and Year.
   - If you tap on [● D / M / Y], the date will be displayed in sequence of Date, Month and Year.
4. For the calendar setting, tap one of the radio buttons at [Week Starts] field to specify the day to start the week in calendar.
   - If you tap on [● Sunday], week will start from Sunday in the calendar.
   - If you tap on [● Monday], week will start from Monday in the calendar.

Setting the Display Contrast

The display contrast settings let you make the figures that appear on the display lighter or darker.

■ To adjust the display contrast

1. In the Setup menu, tap [Display Contrast] to display <Display Contrast> screen.



2. Tap

to make the display lighter or

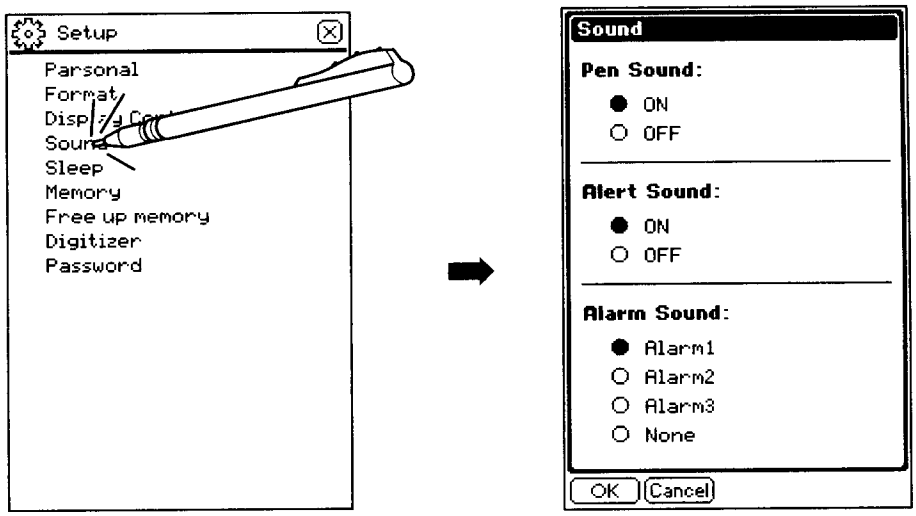
to make it darker.
3. After you have finished setting the contrast, tap OK.

Making Sound Settings

These settings let you turn the pen sound and ZX-10 alarm on and off. You can also specify the type of sound you want to use.

■ To make sound settings

1. In the Setup menu, tap [Sound] to display <Sound> screen.



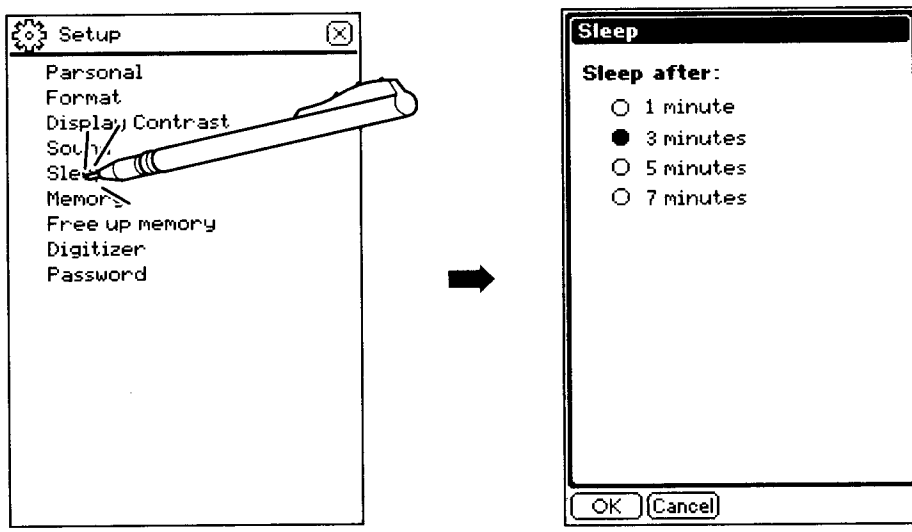
2. Tap the radio bottons to toggle available sounds on and off.
   - <Pen Sound> turns the confirmation sound that is produced when you touch the display screen with the stylus on and off.
   - <Alert Sound> turns alert (error) sound on and off.
   - <Alarm Sound> turns the daily/weekly alarm and Schedule alarm on (Alarm 1~3) and off (None).Tap one of the radio buttons to select a sound type.
3. Tap [OK] to register your settings or [Cancel] to abort the change.

Setting the Sleep After Time

This setting control how much time should be allowed to pass without any operation before the ZX-10 automatically turns off power.

■ To set the Sleep After Time

1. In the Setup menu, tap [Sleep] to display <Sleep> screen.



2. Tap one of the radio buttons to specify the Sleep After Time you want to set.
   - You can set 1, 3, 5, or 7 minutes by tapping the Sleep After Time radio button you want to use.
3. Tap [OK] to register your settings or [Cancel] to abort the change.

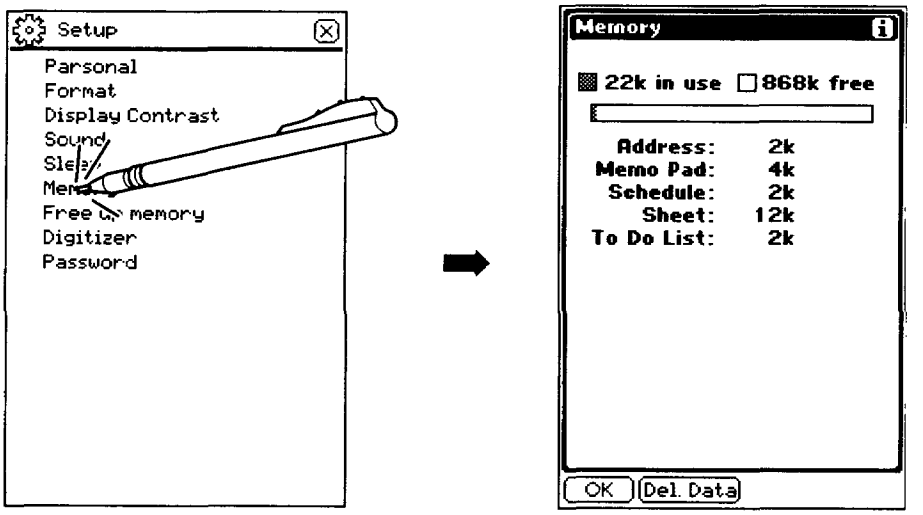
Memory Operations

You can perform any of the following procedures after you select the Memory option from the setup menu.

- Check the memory status
- Delete all data for a specific mode

■ To check memory status

1. In the Setup menu, tap [Memory] to display <Memory> screen.

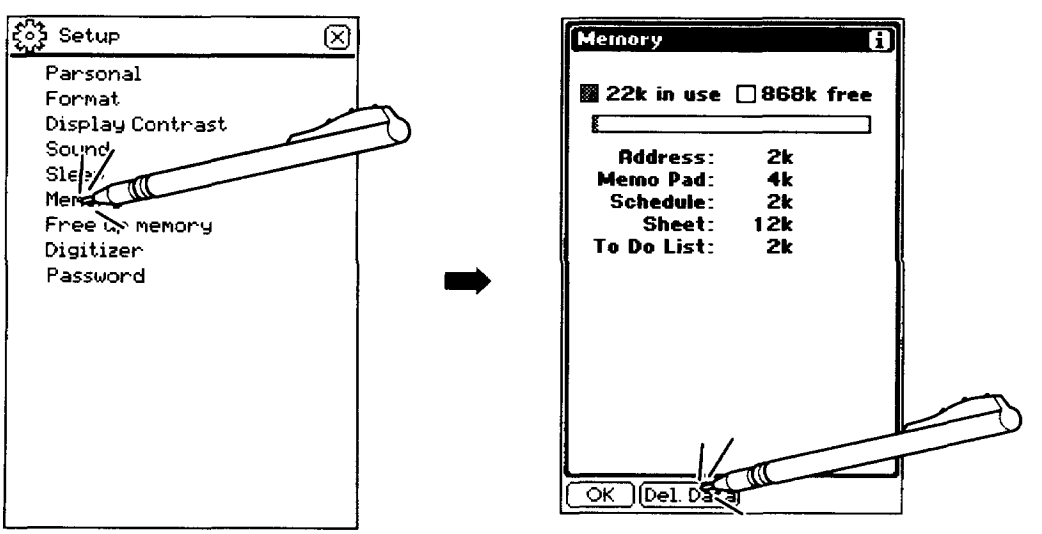


- This dialog box shows the overall memory status and memory used by each mode.

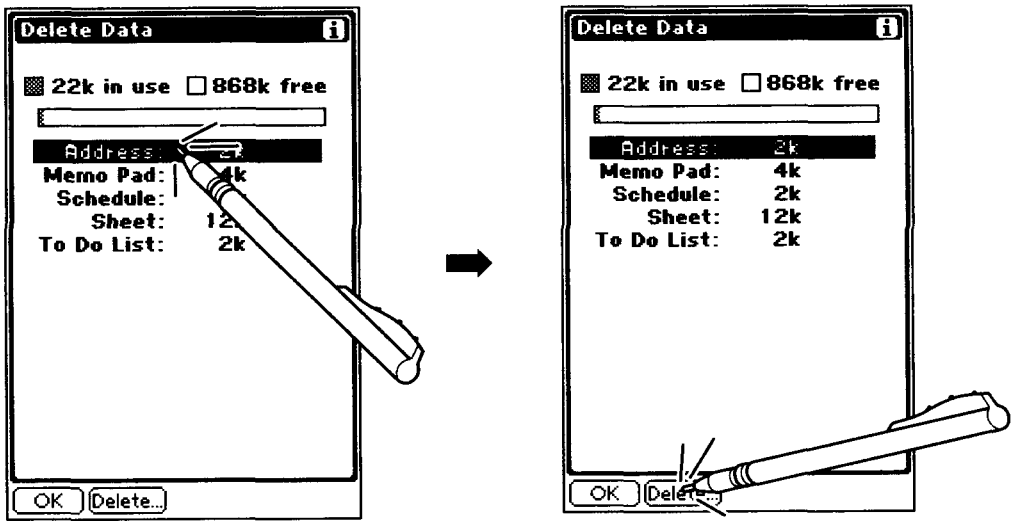
2. After you have finished viewing the memory status, you can tap [OK] to close the memory status dialog box or tap [Del. Data] to proceed with the data deletion procedures described below.

■ To delete data for a specific mode

1. In the Setup menu, tap Memory to display <Memory> screen.



2. Tap [Del. Data].
3. Tap the name of the mode whose data you want to delete.
   - Tapping a mode name highlights it to show it is selected.



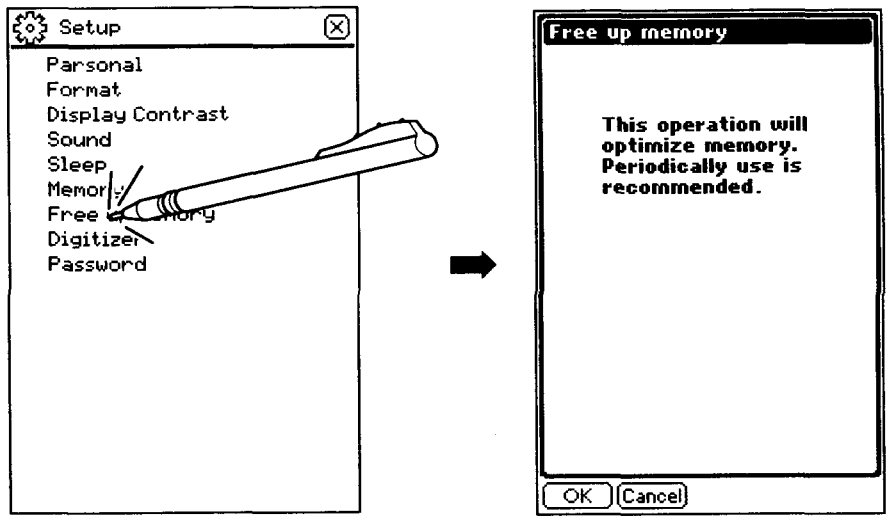
4. Tap [Delete...].
5. *In response to the confirmation message that appears, tap* [OK] *to delete the data or* [Cancel] to abort the deletion.

■ Free up Memory

If you delete several old entries, memory space made by eliminating data will remain dispersed (Fragmentation to memory area).
The Free up Memory function optimizes the memory area and increases available memory by consolidating the space available for new data.
Perform the Free up Memory in following cases :

- If you delete several old enteries.
- If "Memory Full" message appears.

1. In the Set up menu, tap [Free up Memory] to display <Free up Memory> screen.



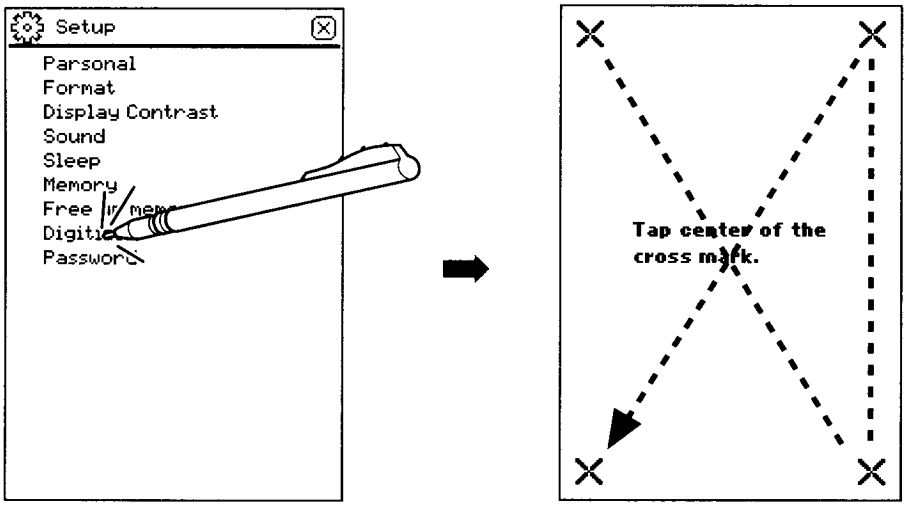
2. Tap [OK] to perform Free up memory or [Cancel] to abort the operation.

Aligning the Screen

Use the following procedure whenever the ZX-10 does not seem to be responding correctly when you try to execute commands by tapping its screen.

■ To align the screen

1. In the Setup menu, tap [Digitizer] to display <Alignment> screen.
2. Use the stylus to tap the center of the "X" marks that appear on the screen.



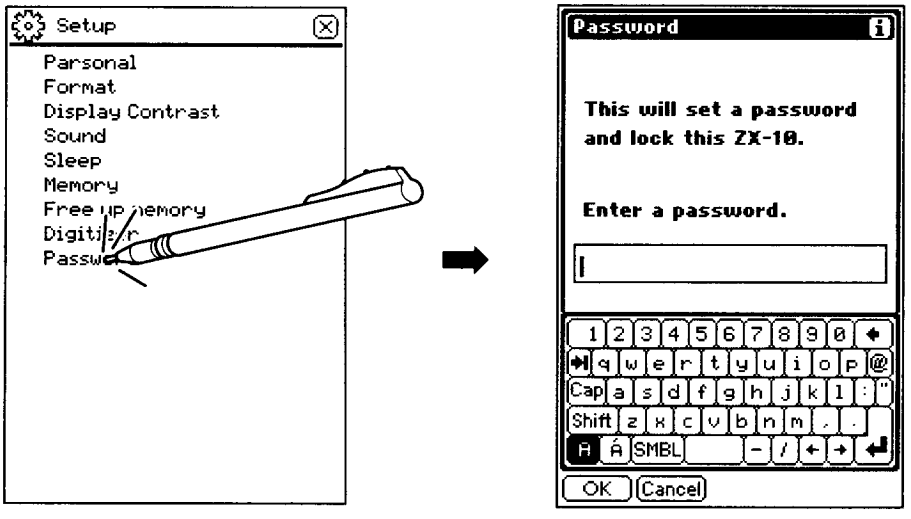
Password Operations

⚠Important!

For the back-up, write down your password and any valuable data in a safe place. You can not access any data or function without the correct password.

■ To register a new password

1. In the setup menu, tap [Password] to display <Password> screen.



2. Input up to 10 characters for the password you want to register.
   - Your password must contain at least one character.

3. After you have input the password you want, tap [OK] to register it or [Cancel] to abort the password registration.

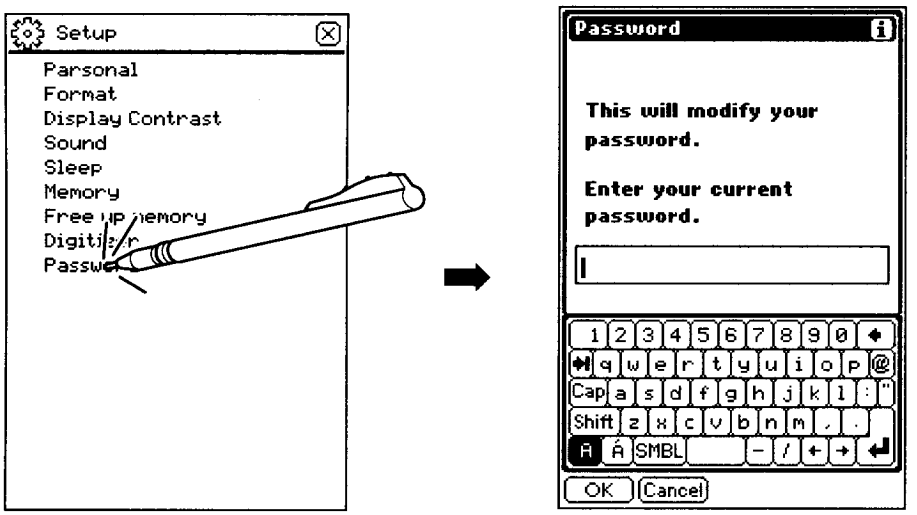
■ Using password

- The password is set for the entire ZX-10 system.
- After you have registered a password, the following dialog box appears whenever the power is switched on. Input the correct password and then tap [OK] to access the operation you are trying to perform.

- Access will not be allowed until the correct password is entered.

■ To change an existing password

1. In the Setup menu, tap [Password] to display <Password> screen.



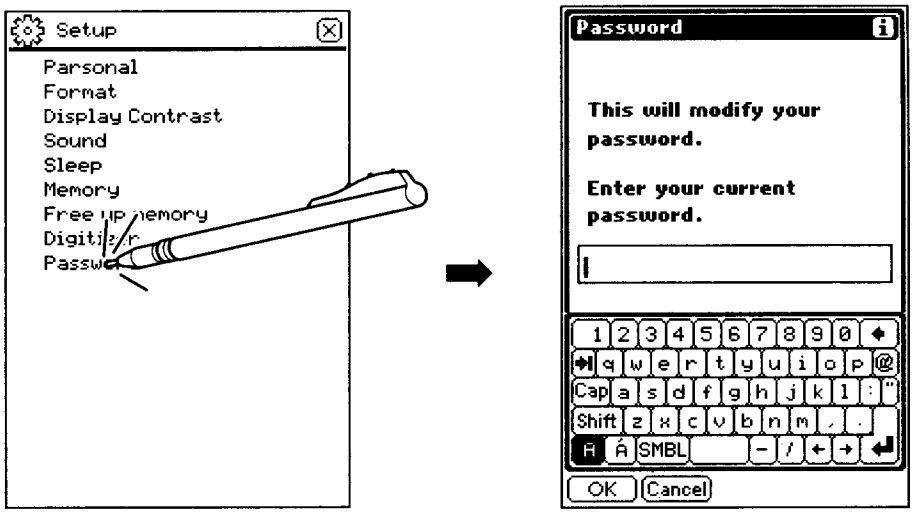
2. Input your current password and tap [OK].

3. Input the new password you want to register and then tap [OK] to register it or [Cancel] to abort new password registration.

4. In response to the confirmation dialog that appear, tap [OK] to finish the operation.

■ To delete an existing password

1. In the Setup menu, tap [Password] to display <Password> screen.



2. Input your current password and tap [OK].

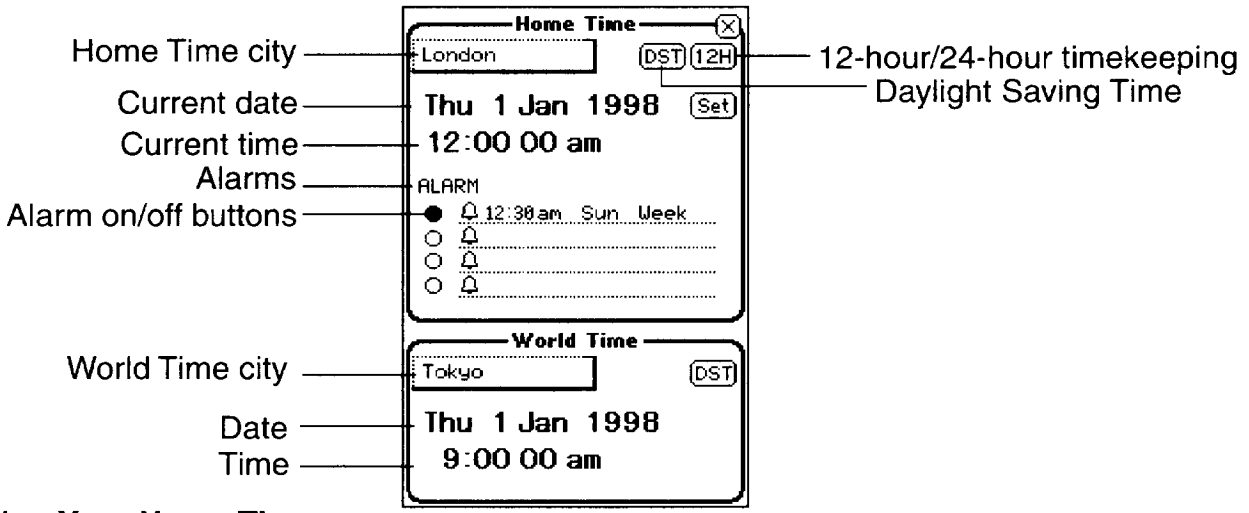
3. Tap [OK] without inputting anything.

4. In response to the confirmation dialog that appear, tap [OK] to finish the operation.

Chapter 4 - Clock

To display the Clock, tap the application menu's

.

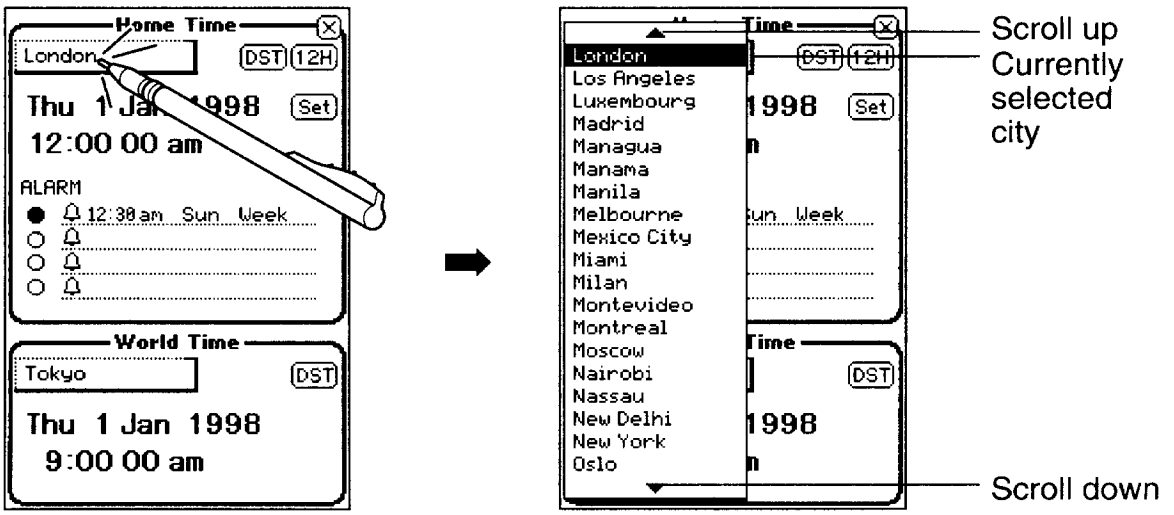


Setting Your Home Time

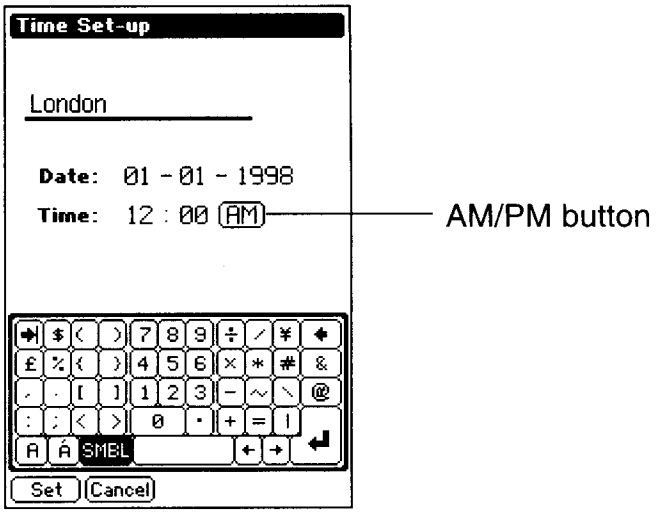
Your Home Time city settings keep track of the current date and time in the city where you live. Note that the settings you make for the Home Time are used by the Schedule, To Do list, World Time, and other functions. Thus, you should make sure to set the Home Time correctly.

■ To set your Home Time

1. While the clock screen is on the display, tap the Home Time city name to open a list of available city names.



   - You can choose any one of 128 different cities.
2. Tap the name of the city you want to select.
   - If you cannot find the actual name of the city you want, select a city that is in the same time zone.
3. Tap the 12H / 24H button to toggle between 12-hour and 24-hour timekeeping.
   - The timekeeping format you select here is applied for time displays in all other modes.
   - If you select 12-hour format, you must always select either AM or PM by tapping on AM / PM button.
4. Tap the clock screen's Set button to display <Time Set-up> screen.



5. Set the date and time by tapping on the digits you want to change and then inputting values with the on-screen keyboard.
   - You can set the date within the range of January 1, 1901 to December 31, 2099.
6. After you have finished making the settings you want, tap Set to register them or Cancel to abort the registration.

■ To change to another Home Time

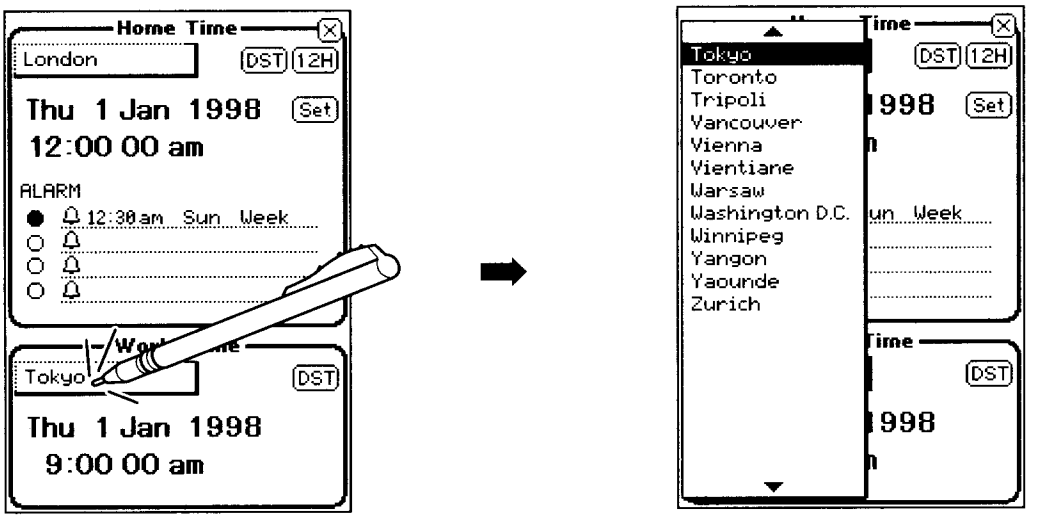
1. While the clock screen is on the display, tap the Home Time city name to open the list of city names.
2. Tap the name of the city you want to select.

Using World Time

With World Time, you can look up the current time in another time zone quickly and easily.

■ To select a World Time city

1. While the clock screen is on the display, tap the World Time city name to open the list of city names.



2. Tap the name of the city whose time you want to view.
   - You can choose any one of 128 different cities.
   - The time and date is automatically changed to that of the time zone where the city you select is located.
   - If you cannot find the actual name of the city you want, select a city that is in the same time zone.

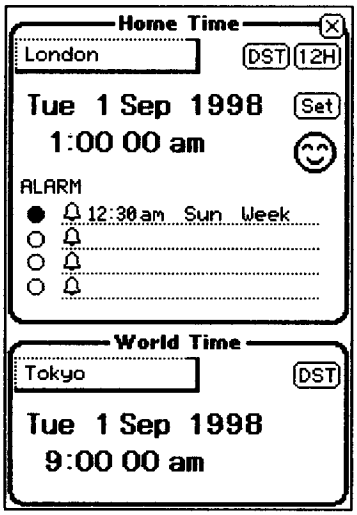
Daylight Saving Time

Use the following procedure to switch between standard time and Daylight Saving Time (DST) or summer time. Note that you can make separate Daylight Saving Time settings for the Home Time and the World Time.

■ To switch between standard time and Daylight Saving Time

In the clock screen, tap the DST button in the Home Time area or World Time area to toggle the applicable time between Daylight Saving Time and standard time.

- 😊 mark appears on the screen when Daylight Saving Time is turned on.

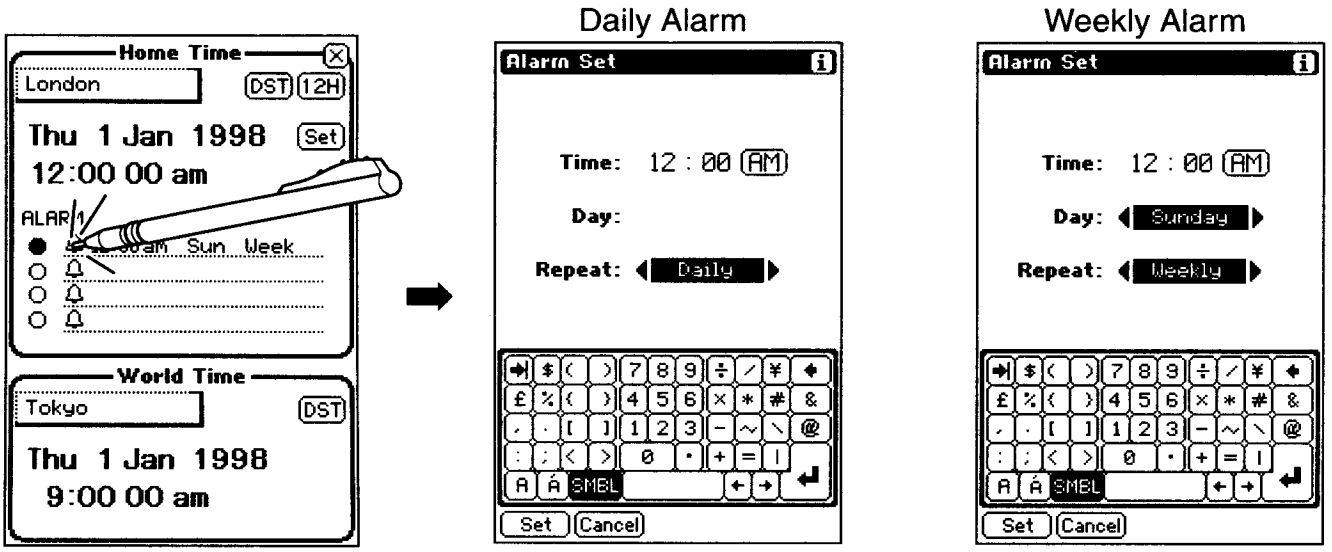


Using the Alarms

You can set up to four independent alarms to sound on a daily or weekly basis. When an alarm is turned on, the ZX-10 beeps for about 60 seconds whenever the current Home Time matches the alarm time setting.

■ To set an alarm time

1. In the clock screen, tap the 🔔 mark of the alarm you want to set to display <Alarm Set> screen.
2. Tap ◀ or ▶ next to the [**Repeat**] setting to toggle the alarm type between daily and weekly.



3. When you select daily alarm, alarm sounds at the same time every day. When you select weekly alarm, alarm sounds at the same time on the same day in every week.

4. Tap on the area for which the time is to be amended with the stylus, and enter the required time with the on-screen keyboard once the cursor has been set in position.
5. If you are setting a weekly alarm, tap the ◀ and ▶ buttons on either side of the [Day:] setting to select the day of the week you want to specify.
6. After the alarm is set in the way you want it, tap (Set) to register it.

■ **To turn an alarm on and off**

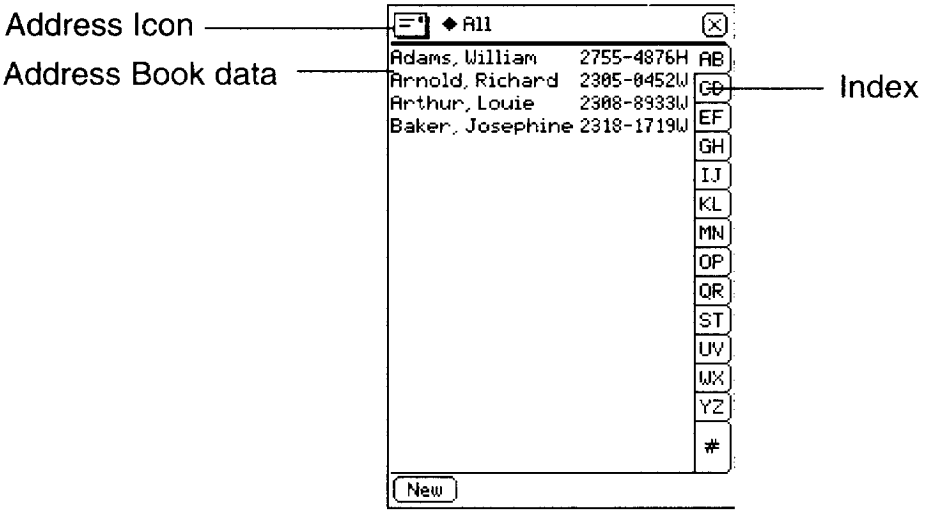
In the clock screen, tap the radio button to the left of the alarm you want to turn on or off. An alarm is turned on when its radio button is black, and off when the button is white.

Chapter 5 - Address Book

To display the Address Book, tap the application menu's

.

Address Book List Screen



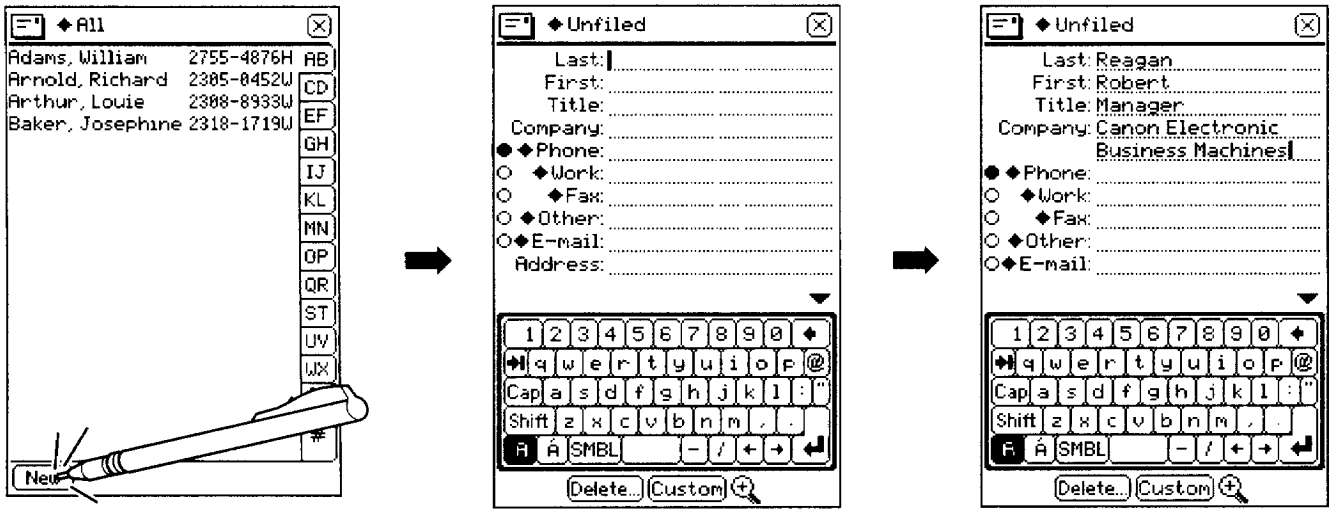
- The Address Book list screen is an indexed list of Address Book data.

Inputting a New Address Book Record

The following procedure describes the general procedure for inputting new Address Book data. Detailed information can be found on the pages indicated in this procedure.

■ To input new Address Book data

1. In the Address Book list screen, tap [New] to display the new data input screen.
2. Input the last name, first name, title, company name, and other data for the person you want to input.



- See "Inputting Text, Numbers, and Symbols" on page 12 for details on using the on-screen keyboard.
- Use ↵ key to input a carriage return. If the person has two e-mail addresses, for example, tap E-mail field and input the first address. Then tap ↵, and input the second e-mail address.
- Use ▲ and ▼ to scroll the screen.

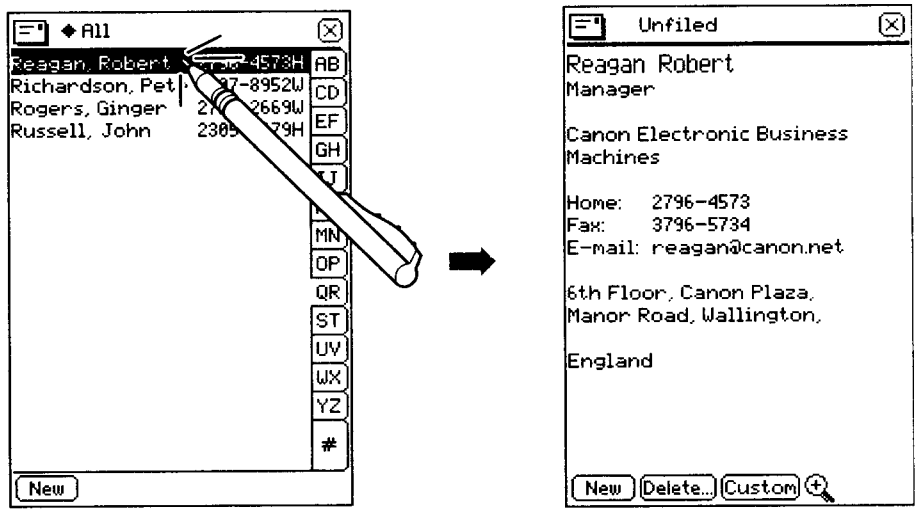
3. Assign a category to the record if you want.
   - Use the procedure under "Using Address Book Categories" on page 32 to assign a category.
   - You can skip this step.
4. After inputting all the data you want, tap ☒ in the upper right corner to save the data.
   - Note that you cannot cancel input part way through. You must save data you input. If you change to another mode without tapping ☒, the data you input up to that point is lost.

Opening an Address Book Record

The list screen provides you with an indexed list of Address Book records for quick and easy look up. After you find the record you want, you can switch to a view screen that shows all the data stored in the record.
The following procedures tell how to actually open an Address Book record, how to sort Address Book record in the list screen, and how to specify which category's records you want to display.

■ To open an Address Book record

1. In the Address Book list screen, tap the tab that corresponds to the first letter of the name of the person whose record you want to open.
   - If your data is sorted by company name (page 30) tap the tab that corresponds to the first letter of the company name record you want to open.
   - Tap "#" to view a record whose name or company name field starts with a non-alphabetic character (number or symbol).
2. Tap the name of the person whose record you want to open.



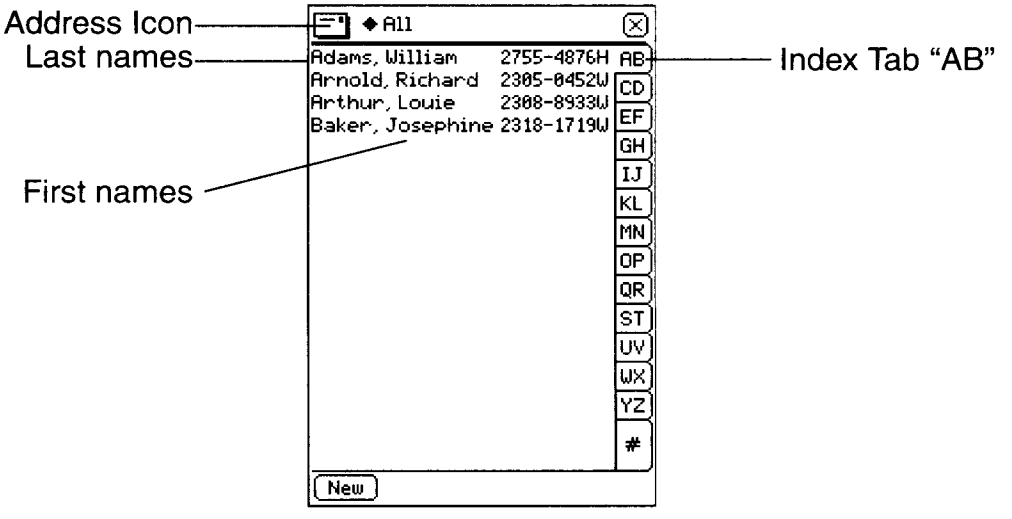
3. After you have finished viewing the data, tap ☒ to return to the list screen.

■ To sort the Address Book data

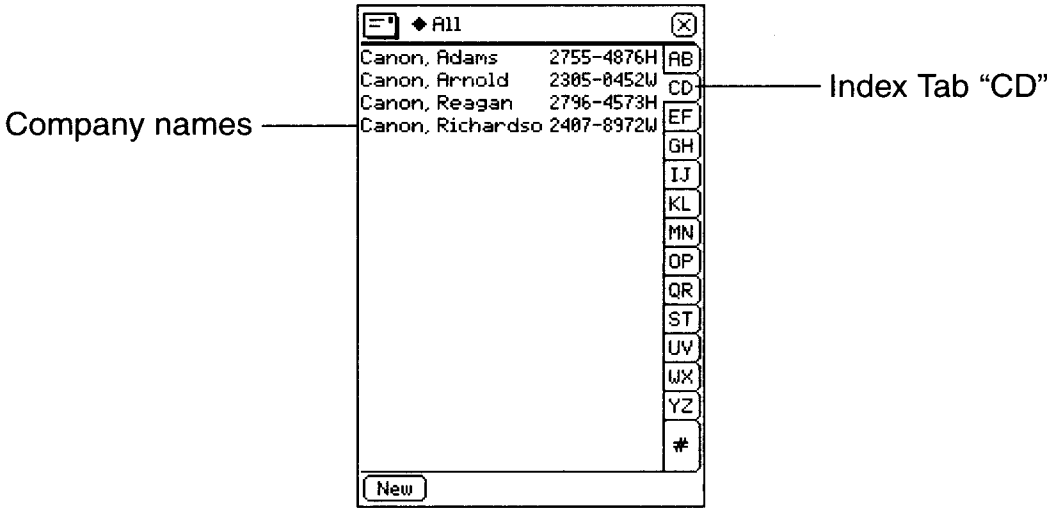
You can sort your Address Book record by Last Name or Company Name by tapping the Address icon on the Address Book list screen.
The following shows examples of each format.

1. By tapping the Address Icon, you can sort your record by Last Name or Company Name. Your data is sorted and classified by index.

Sorting by Last Name



Sorting by Company Name



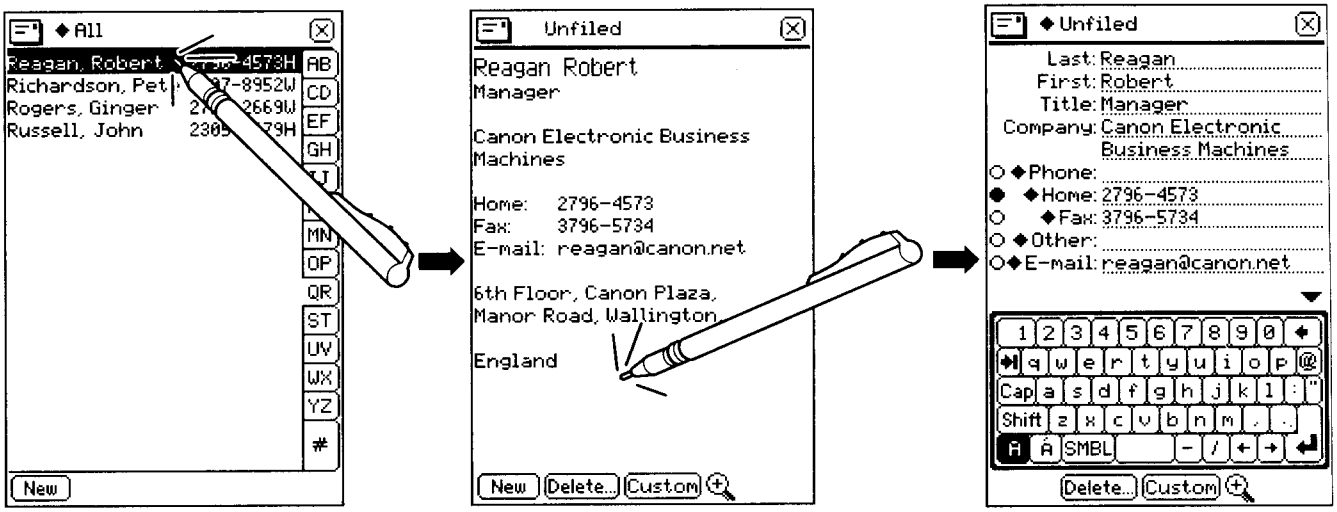
2. After you have finished, tap ☒ to return to the Application Menu.

Editing Address Book Data

Use the following procedure when you want to change the data of an existing record.

■ To edit Address Book data

1. In the Address Book list screen, tap the name of the record whose data you want to edit.
2. Tap anywhere in the view screen to change to the data editing screen.

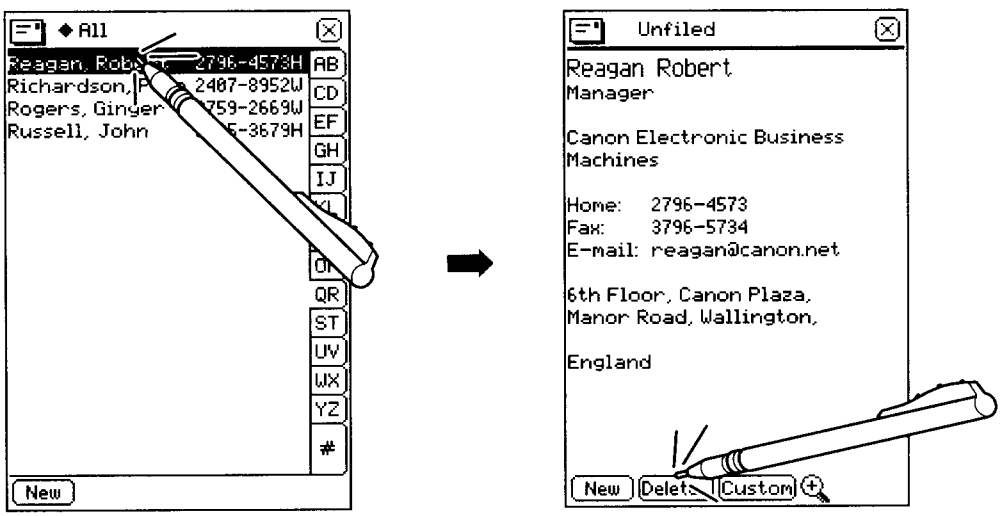


3. Make any changes in the data you want.
   - See "Inputting Text, Numbers, and Symbols" on page 12 for details on editing data.
4. After you have finished editing the data, tap ☒ to save it.

Deleting an Address Book Record

The following procedure lets you delete a single record from the Address Book. Note that you can also delete all Address Book records with a single operation using the procedure under "To delete data for a specific mode" on page 18.

1. In the Address Book list screen, tap the name of the record whose data you want to delete.
2. Tap the Delete... button.



3. In response to the confirmation dialog that appears, tap OK to delete the record or Cancel to abort the deletion.

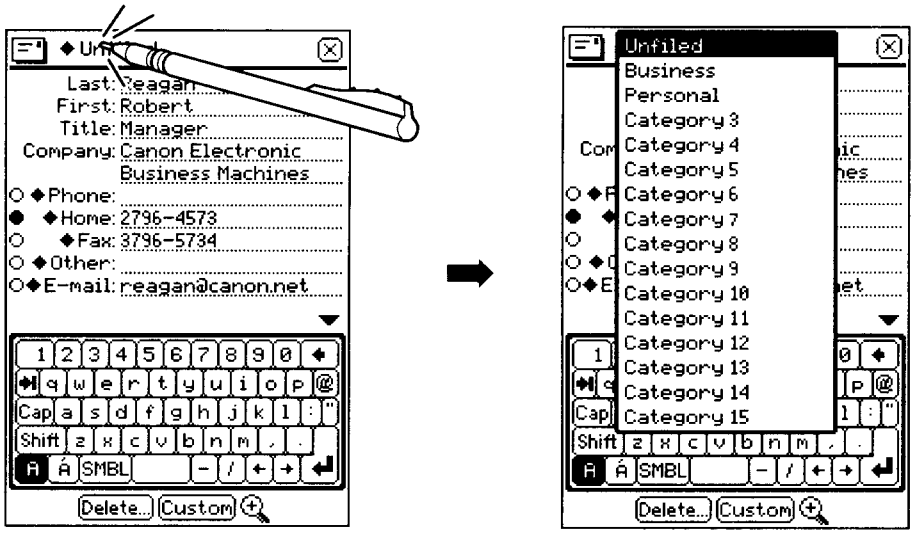
Using Address Book Categories

You can group your Address Book Records according to categories to make it easier to manage your data. The following procedures describe how to assign a category to data as you are inputting or editing it.

- See "Using Categories" on page 13 for details on creating your own categories.
- Inputting new data automatically assigns it to the "Unfiled" category.

■ To assign a category to an Address Book record

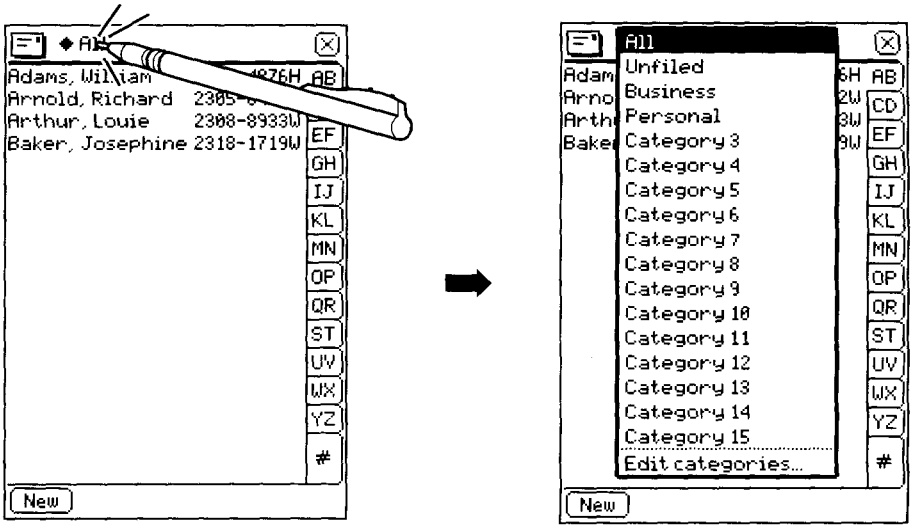
1. While inputting new data or editing existing data, tap the category name at the top of the screen to open a menu of available categories.



2. Tap the category in the list that you want to assign to the data.

■ To specify a category for Address Record display

1. While the Address Book list screen is on the display, tap the category name at the top of the screen to open a menu of available categories.



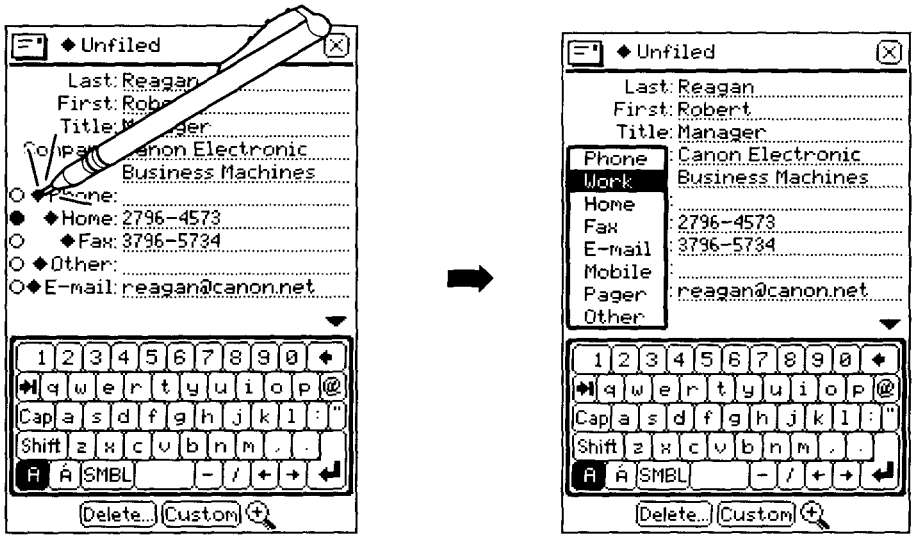
2. Tap the category whose data you want to view in the list screen.

Naming Telephone Number Fields

You can select from a number of names for each of the telephone number fields in a record. You can specify different names for each field, or even assign the same name to more than one field.

■ To name telephone number fields

1. While inputting new data or editing existing data, tap ◆ mark at the left end of the telephone number field to open a menu of available options.



2. Tap a option in the menu that you want to assign to the selected field.

Specifying the List Screen Telephone Number

Use the following procedure to specify which of the record's telephone number should be displayed in the Address Book list screen. You can specify a telephone number of each individual record.

■ To specify the list screen telephone number

While inputting new data or editing existing data, tap the radio button to the left of the telephone number to be shown in the list screen.

Phone numbers that appear in the Address Book list are followed by one-letter ID code that indicates phone number type. The following table shows the ID codes and their meanings.

ID Code	Phone Number Type
P	Phone
W	Work
H	Home
F	Fax
E	E-mail
M	Mobile Phone
P	Pager
O	Other

Custom Fields

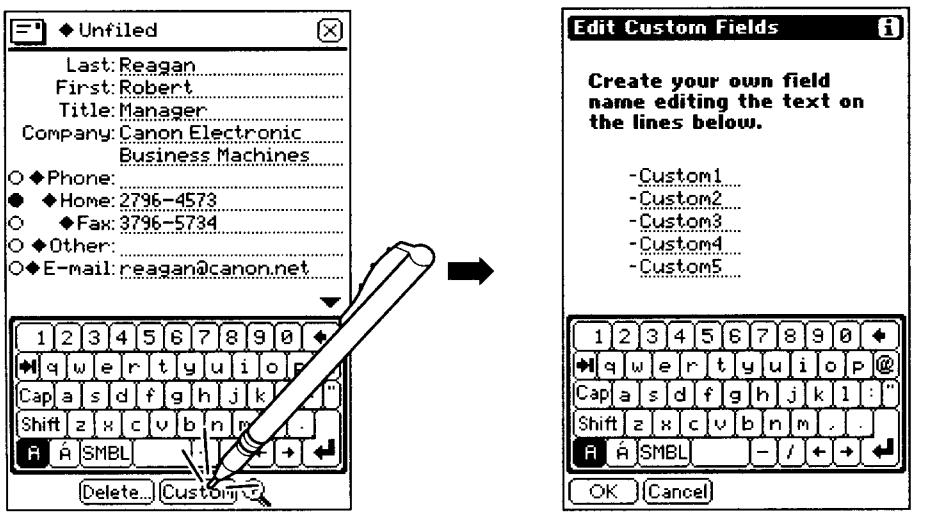
In addition to the name, address and other preset fields, you also get five "custom fields" (named Custom 1 through Custom 5) that you can rename to suit the type of data you want to input.

The following procedure describes how to change the names of the custom fields.

- The names you assign to the custom fields are applied to only to the record you are inputting or editing.

■ To change custom field names

1. While inputting a new record, editing an existing record or viewing a record, tap Custom button to display the custom fields editing dialog box.

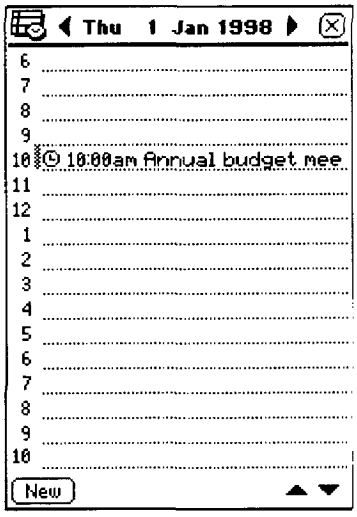


2. Change one or more of the default custom field names to the names you want to use.
   - See "Inputting Text, Numbers, and Symbols" on page 12 for details on editing data.
3. After you have finished, tap OK to close the dialog box and save your changes.

Chapter 6 - Schedule

To display the Schedule, tap the application menu's

.



- This is the Daily View. See page 42 for a detailed description.

Displaying a Specific Date

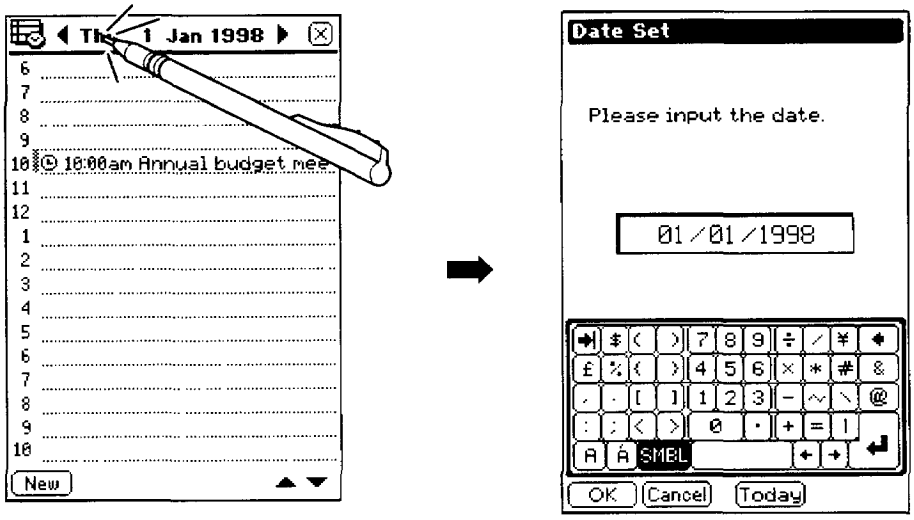
The ZX-10 automatically displays the Daily View of today's date as kept by the home-time Clock (page 24). You can change to another date either by scrolling with the on-screen arrow buttons (◀, ▶, ▲, ▼), or by jumping directly to the date you want.

■ To scroll date

In the Schedule Daily View, tap ◀ at the top of the screen to scroll back or ▶ to scroll forward one day at a time. You can also scroll the display up and down by tapping ▼ or ▲ at lower right corner of the screen.

■ To jump to a specific date

1. Tap the date at the top of the screen to display <Date Set> screen.



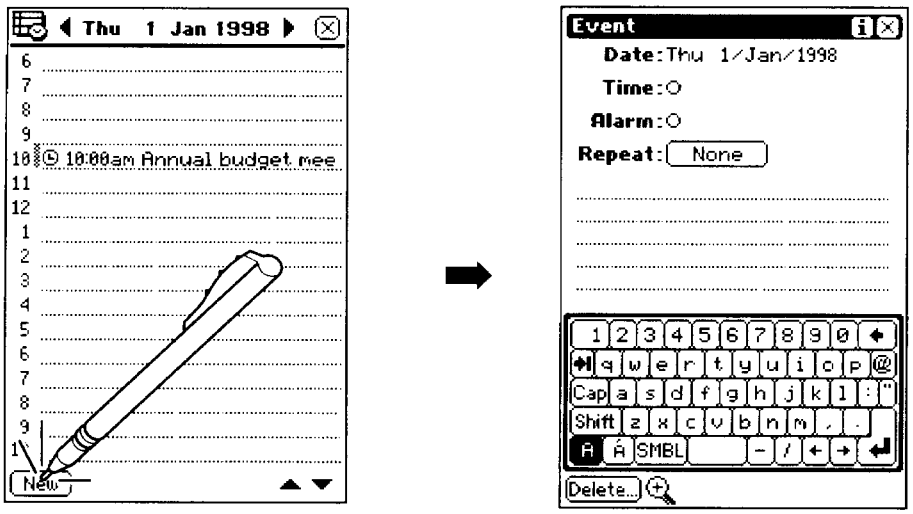
2. Use the on-screen keyboard to input the date to which you want to jump, and then tap [OK].
   - This jumps to the date you input and returns to the schedule data view.
   - Tapping [Today] jumps to today's date as kept by the home time clock.
   - Tapping [Cancel] closes the Date Set dialog box without jumping to the date.

Inputting a New Event

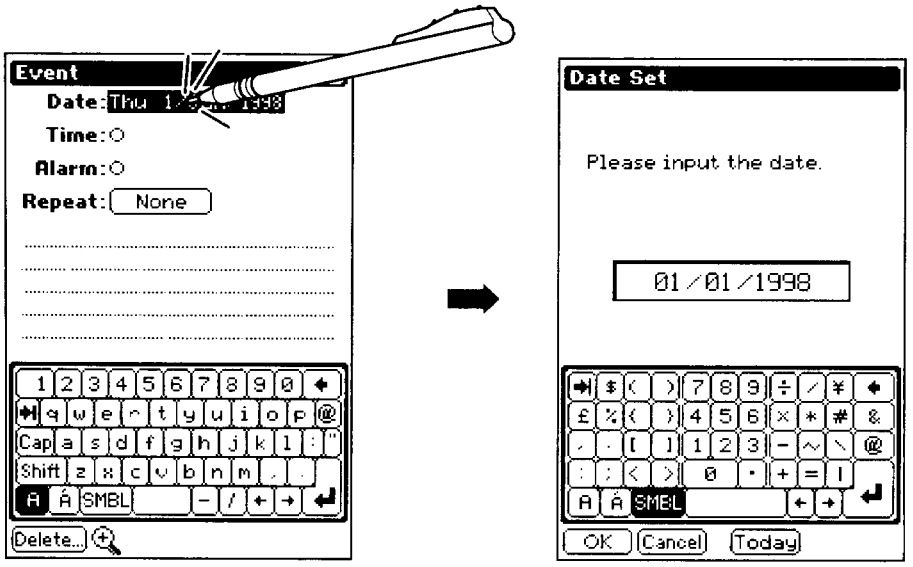
The followings describe the general procedure for inputting new Schedule data.

■ To input a new event

1. In the Daily View, tap [New] to display the new event input screen.



2. Tap on the date area to be amended with the stylus to display <Date Set> screen.



   - The date format corresponds to the [Format] setting in Set Up Mode.
3. Input the date you want to change to.
   - See "Inputting Text, Numbers, and Symbols" on page 12 for details on using on-screen keyboards.
4. If you want to specify a start time and end time for the event, use the procedure under "To specify the start time and end time of an event" on page 37 to set the times.
   - If you want to input as an "untimed event" (without a start time and end time), skip step 4 and leave the [Time] radio button white.

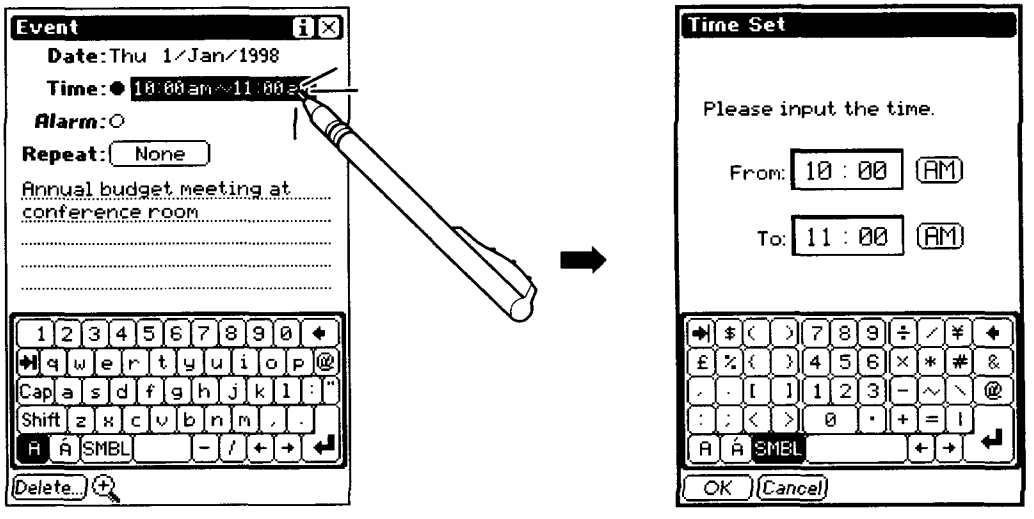
5. If you want to set an alarm for the event, use the procedure under "To set an alarm for an event" on page 38 to set the alarm.
   - If you want to input an event without an alarm, skip step 5 and leave the [Alarm] radio button white.
6. If you want to specify an event as a repeating event, use the procedure under "To make an event a repeating event" on page 39 to specify the frequency.
7. *Tap* [OK] *to register your date setting or* [Cancel] *to abort the registration.*
8. Use the stylus to tap in the description area of the screen, and then use the on-screen keyboard to input a description of the event.
   - The description you input here appears in the Daily View. It also appears when the event's alarm time is reached. The data will not be registered unless the description has been entered.
9. After inputting all the data you want, tap ☒ in the upper right corner to save it.
   - The data will not be saved if a different mode is selected without tapping ☒.

⚠Important!

- Due to the limitation of the display screen size, data uses more than 11 lines *cannot be displayed at Daily View. In this case, conform the data by editing or* viewing on ZX-10 desktop Software.

■ To specify the start time and end time of an event

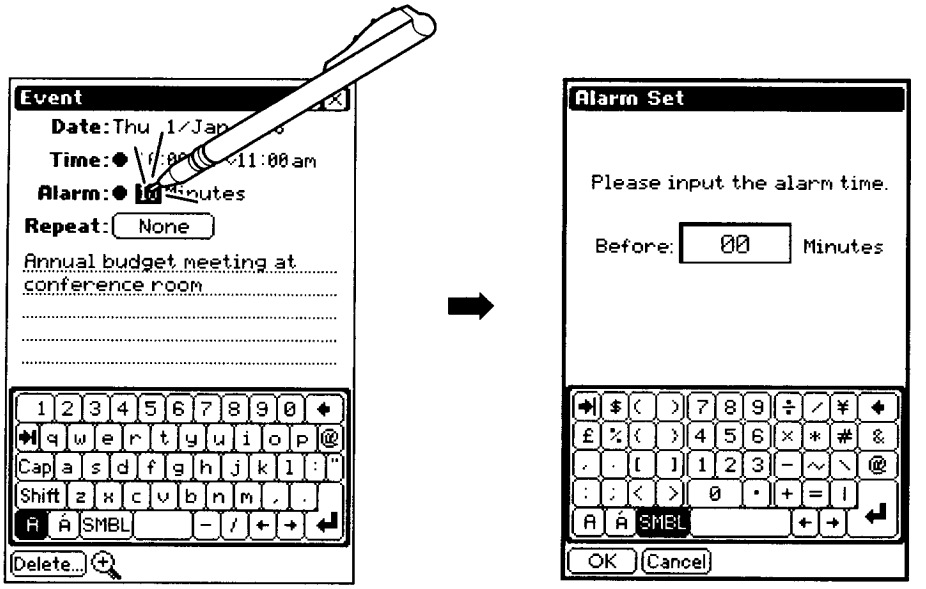
1. While inputting or editing an event's data, tap [**Time:**○] radio button to display the current start and end time settings.
2. The time entry screen will be displayed when the time data is tapped with the stylus.



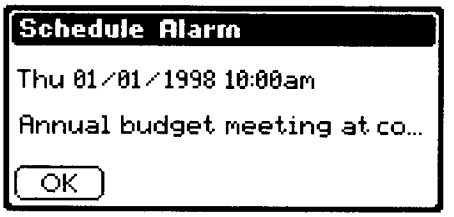
3. Enter the required time with the keyboard on this screen, and then tap [OK] to register the time or [Cancel] to abort the time registration.

■ To set an alarm for an event

1. While inputting or editing an event's data, tap [**Alarm:**○] radio button to display the <Alarm Set> screen.
2. Enter the required time between 0 and 60 with the on-screen keyboards, and then tap [OK] to register the setting or [Cancel] abort the registration.
   - Note that you cannot set an alarm time for an event that does not have Start Time data.



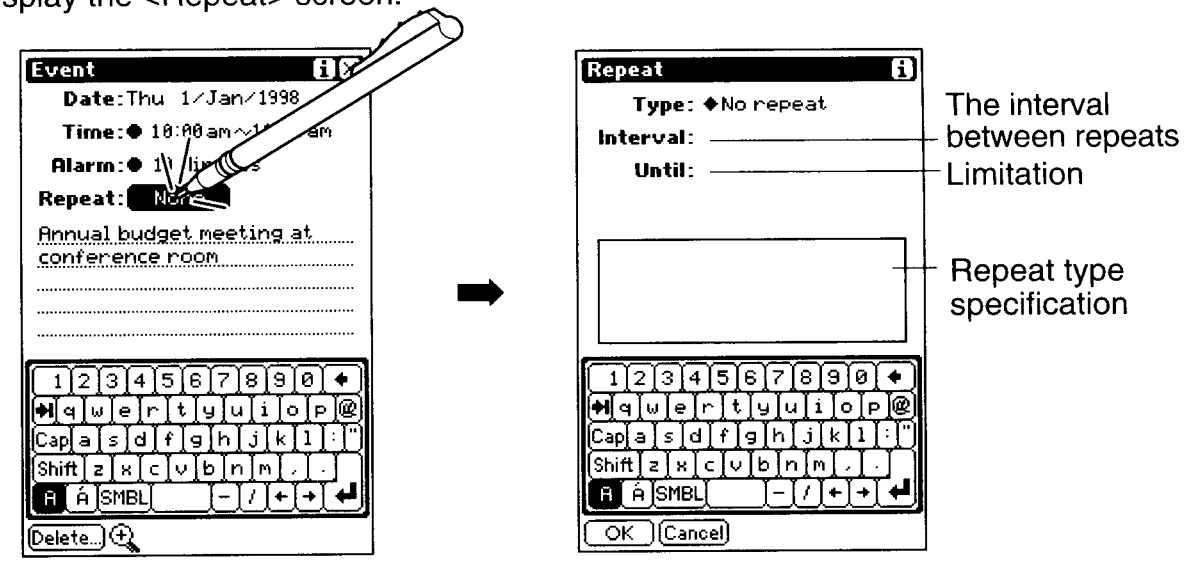
3. This alarm setting causes an alarm to sound at specified minutes before the start time you have set in the **Time:**● setting to remind you of the appointment.
4. The indicator ◷ appears in the Daily View next to the descriptions of all events for which an alarm is set.
5. A dialog box shown below appears on the screen when a Schedule alarm time is reached.



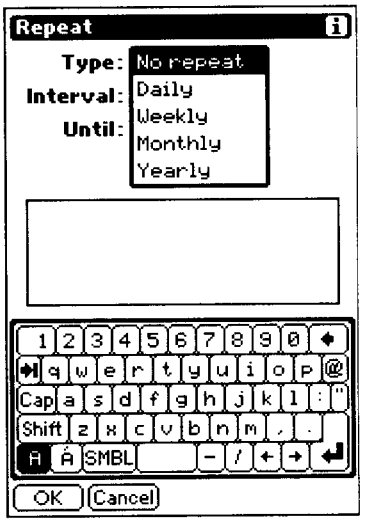
6. Tap [OK] to close the dialog box.

■ To make an event a repeating event

1. While inputting or editing an event's data, tap the button to the right of [**Repeat**] to display the <Repeat> screen.

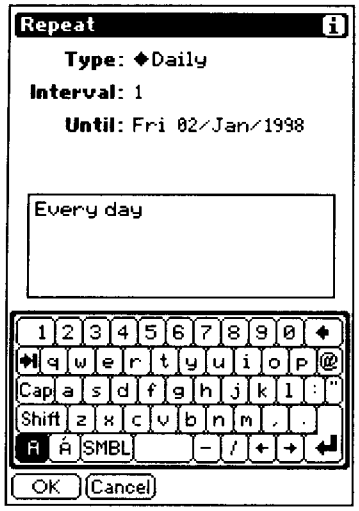


2. Tap on the type field next to [Type:◆] to open a menu of available field types.

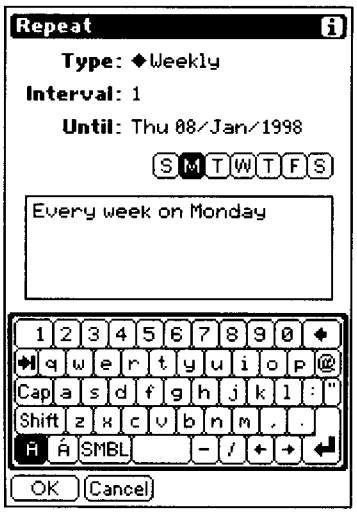


3. Tap the menu item to specifies how often you want the event to repeat: (Daily) everyday, (Weekly) same day every week, (Monthly) same day every month, or (Yearly) same day every year.

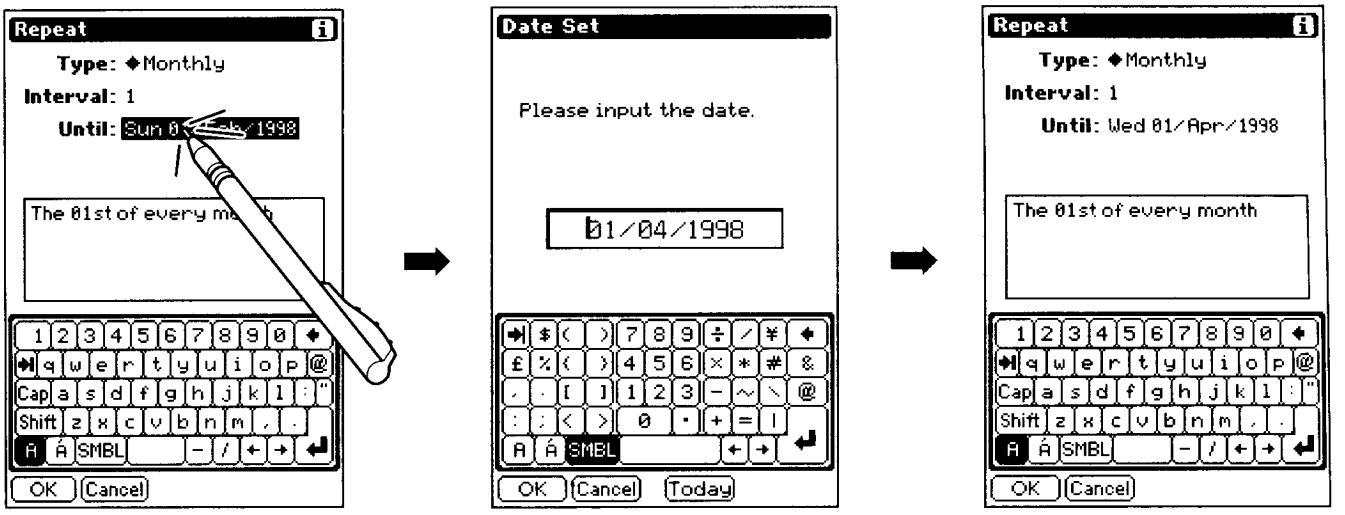
4. [Daily] Every Day
   - [Every day] will atomatically be displayed in Repeat Type specification screen.



5. [Weekly] same day every week
   - Enter the required-day by tapping on (S)(M)(T)(W)(T)(F)(S) (Sun, Mon, Tue, Wed, Thu, Fri, Sat,)
   - If you tap (M), for example, [Every week on Monday] will automatically be displayed in Repeat type specification screen.

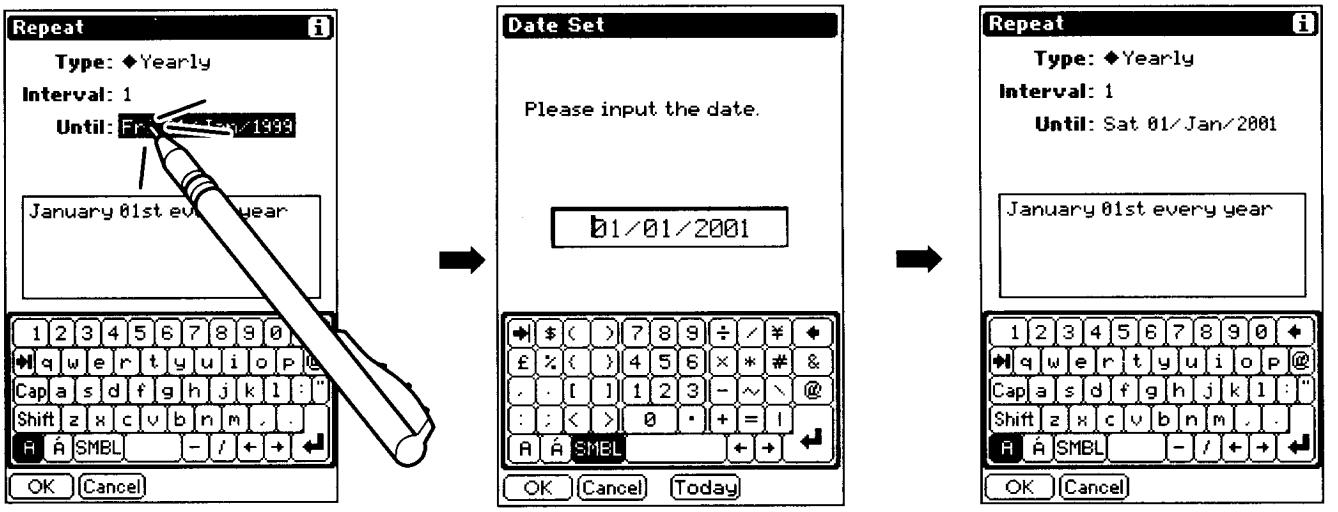


6. [Monthly] same day every month
   - Enter the required expiry date of the event by tapping on the date next to [until:]
   - <Date Set> displays on the screen.
   - Use the on-screen keyboards to input date.



- If you input [01/04/1998] the event will be repeated on the 1st of every month until April 1st, 1998.
- [The 1st of every month] will automatically be displayed in <Repeat Type specification> screen.

7. [Yearly] same day every year
   - Enter the required expiry date of the event by tapping on the date next to [Until:]
   - <Date Set> displays on the screen.
   - Use the on-screen keyboards to input date.



- If you input [01/01/2001] , the event will be repeated on January 1st of every year until Jan. 1st, 2001.
- [January 1st every year] will automatically be displayed in Repeat Type specification screen.

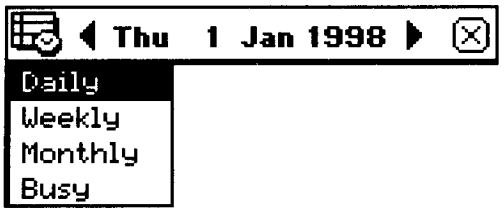
8. After inputting daily, weekly, monthly or yearly event data, tap [OK] to register your date setting or [Cancel] to abort the registration.

Viewing Schedule Data

The Schedule provides you with a variety of different views that you can use to view your schedule on a daily, weekly, or monthly basis. In addition, a Busy View gives you an easy-to-understand idea of your future appointments at a glance.
Use the following procedure to select the view you want to use for Schedule data.

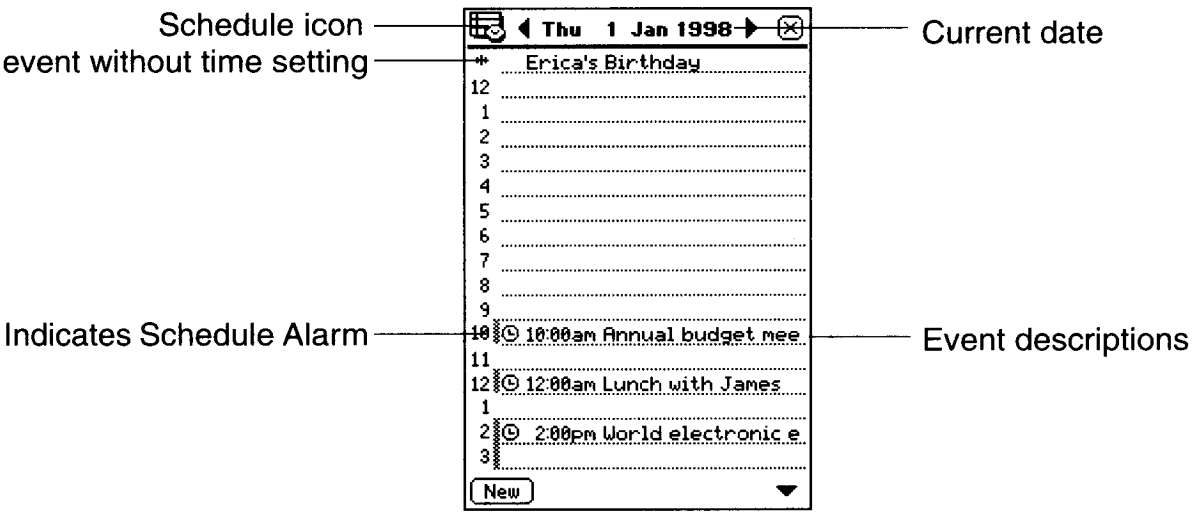
■ To select a Schedule data view

1. Tap the Schedule icon in the upper left of the current view.



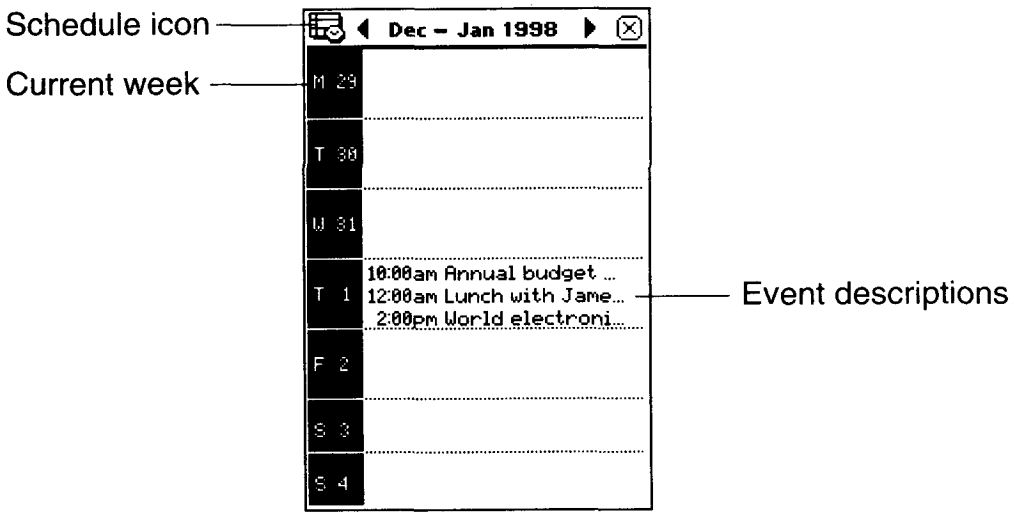
   - Note that the Schedule icon is displayed in the Daily, Weekly, Monthly, and Busy Views. It is not displayed in the new event input or editing screens.
2. Tap the view you want to change to.
   - The following sections describes each of the available views in detail.

■ Daily View



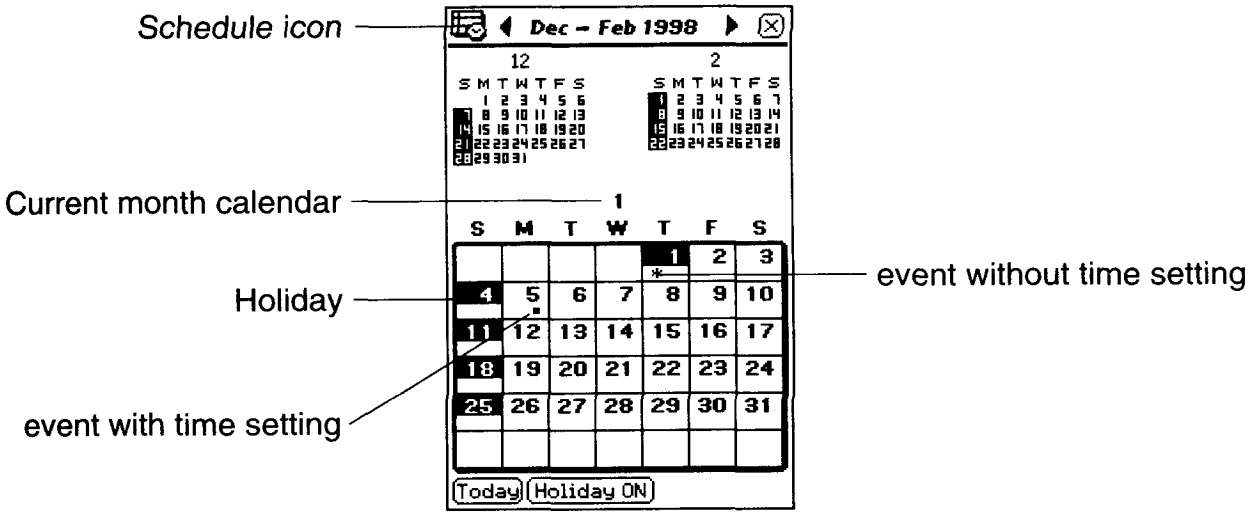
- The Daily View shows events for a specific date.
- Tap ▲ and ▼ to scroll the day's data up and down.
- Tap ◀ to display the previous date, and ▶ to display the next date.
- If you set any events without the time setting, it is displayed at the top of the screen with ✻ mark.

■ Weekly View



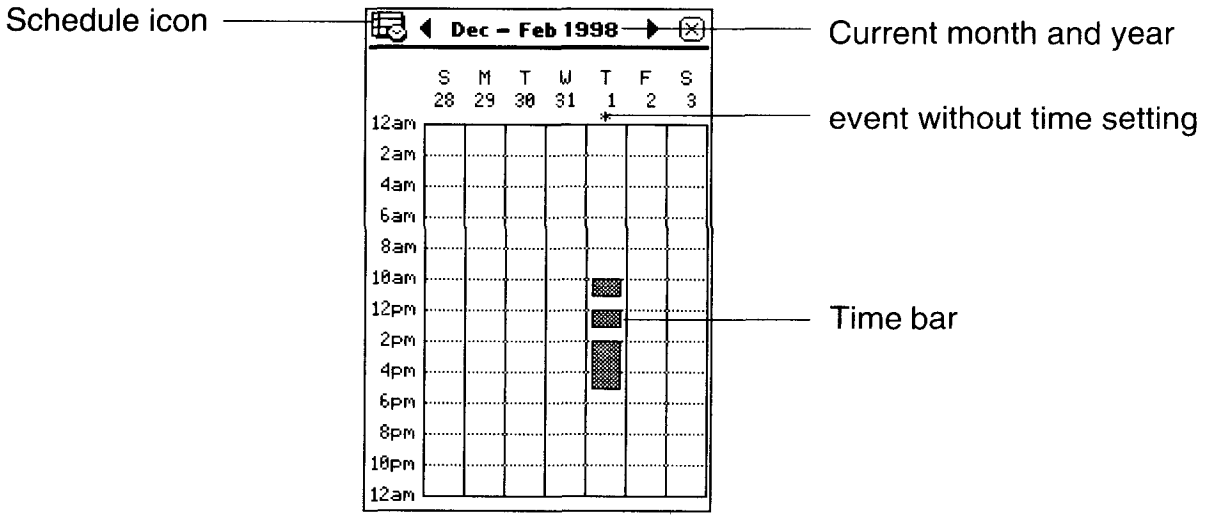
- The Weekly View shows all events for an entire week.
- Tapping on event date (e. g. T 1) changes to the Daily View that contains the event.
- Tap ◀ to display the previous week, and ▶ to display the next week.
- Only two or three items of data can be displayed in one column. If three, four or more items of data are registered for the same date, switch across to the Daily screen to verify the contents.

■ Monthly View



- The Monthly View contains indicators that show dates for which appointments are scheduled.
- Tapping on event date changes to the Daily View that contains the event.
- Tap ◀ to display the previous month, and ▶ to display the next month.
- Tap Today to jump to today's date, as kept by the home-time Clock (page 24).

■ Busy View



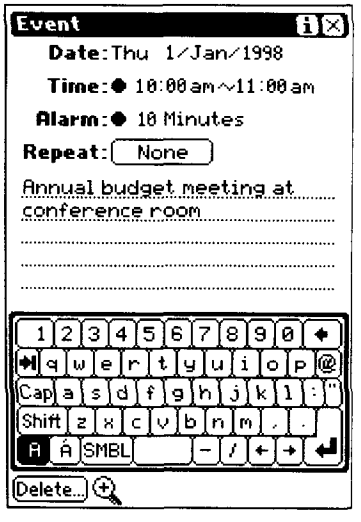
- The Busy View provides you with an idea of a week's schedule at a glance.
- If you input the event with time setting, Time bar appears for the event time zone.
- If you input the event without time setting, * mark appears under the date you entered the event.
- Tap ◀ to display the previous week, and ▶ to display the next week.

Editing Schedule Data

Use the following procedure when you want to change the data of an existing event.

■ To edit Schedule data

1. In the Schedule Daily View, tap the event whose data you want to edit.



2. Make any changes in the data you want.
   - See "Inputting Text, Numbers, and Symbols" on page 12 for details on editing data.
3. After you are finished editing the data, tap ☒ to save it.

Deleting Schedule Events

The following procedure lets you delete a single event from the Schedule. Note that you can also delete all Schedule records with a single operation using the procedure under "To delete data for a specific mode" on page 18.

■ To delete a Schedule event

1. In the Schedule Daily View, tap the event you want to delete.
2. Tap the [Delete...].

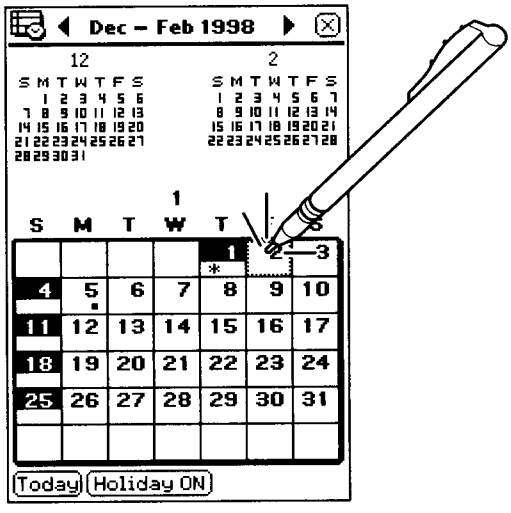
3. Tap [OK] to delete the event or [Cancel] to abort the deletion.

Holidays

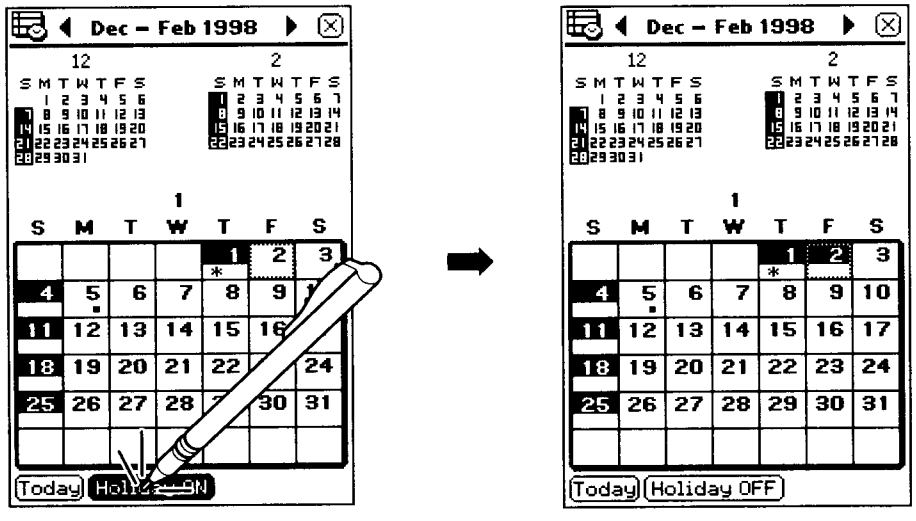
You can specify days as holidays so they are highlighted in the Monthly View. Use the following procedure to specify days as holidays.

■ To specify a day as a holiday

1. In the Schedule Monthly View, tap on the date you want to specify as a holiday to select it.



2. Tap the [Holiday ON] button to make the selected date a holiday.

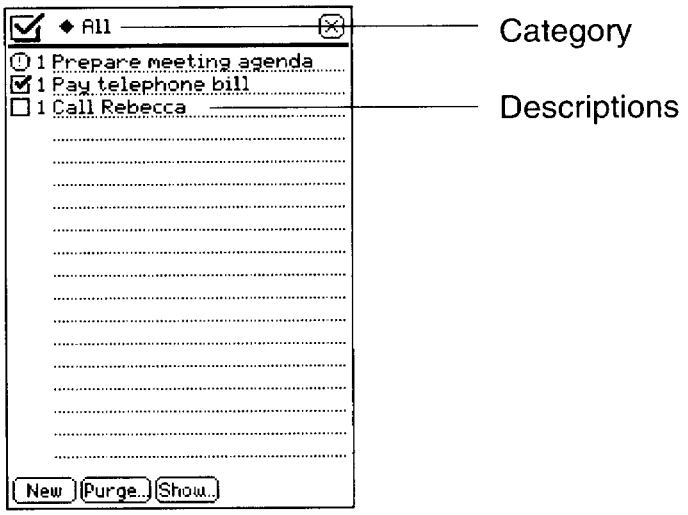


- Note that the button below the calendar changes to [Holiday OFF] while a date that is a holiday is selected. Tap this button to remove the holiday status from a date.

Chapter 7 - To Do List

To display the To Do List, tap the application menu's

To Do List Screen



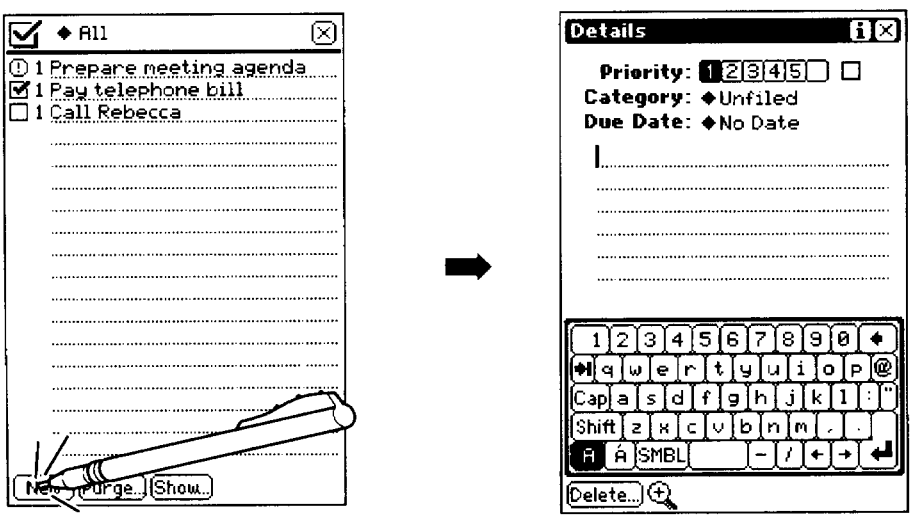
- The To Do List screen is a list of To Do data.

Inputting a New To Do List Item

The followings describe the general procedure for inputting a new To Do List item.

■ To input a new To Do List item

1. In the To Do List screen, tap [New] to display the new data input screen.

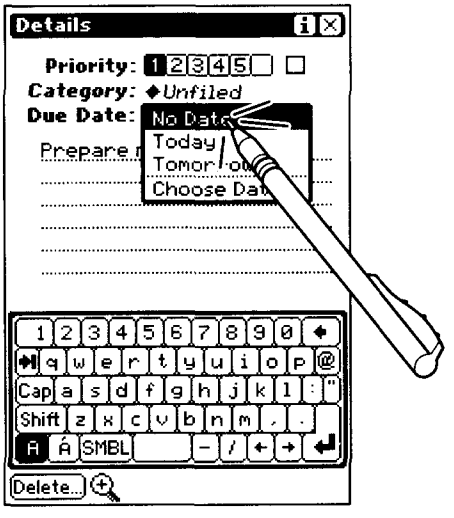


2. Assign a priority to the item by tapping a number [1][2][3][4][5] to the right of [**Priority**].
3. Assign a category to the entry if you want.
   - See "Using To Do List Categories" on page 49 for details on assigning a category.
   - You can skip this step.
4. If you want to assign a due date for the item, use the procedure under "To specify a due date for a To Do item" on page 47 to assign a due date.
   - If you want to input an item without a due date, skip this step and leave [**Due Date**] set to [No Date].

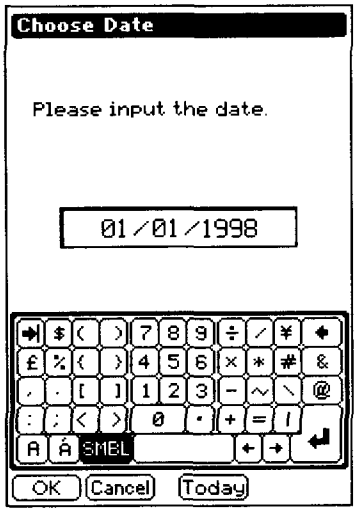
5. Use the stylus to tap in the description area of the screen, and then use the on-screen keyboard to input a description of the item.
   - The description you input here appears in the To Do List. An item cannot be stored unless its description is input.
6. After inputting all the data you want, tap ☒ in the upper right corner to save it.
   - Note that you cannot cancel input part way through. You must save data you input. If you change to another mode without tapping ☒, the data you input up to that point is lost.

■ To specify a due date for To Do item

1. While inputting or editing a To Do List item, tap the button to the right of [**Due Date**:] to open a menu of options.

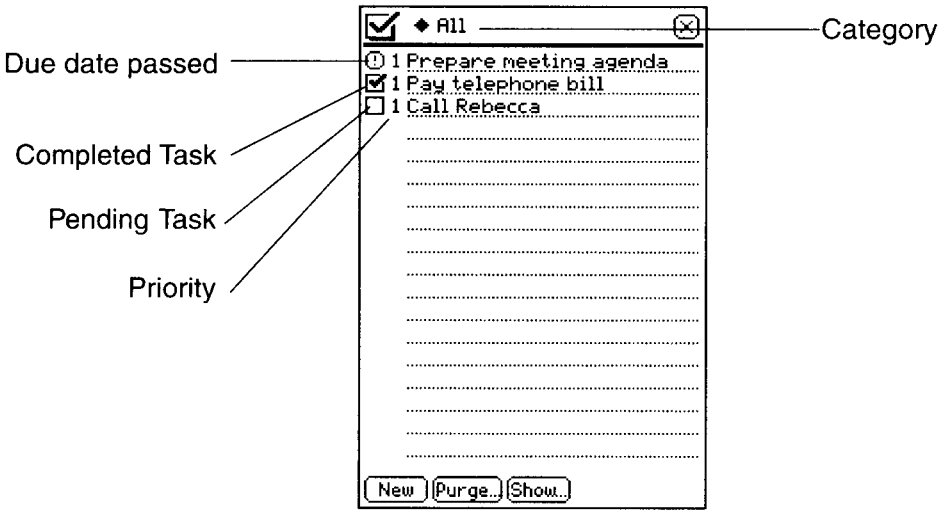


   - Tapping [Today] sets today as the due date, and tapping [Tomorrow] sets tomorrow as the due date.
   - The Today and Tomorrow dates are based on the date kept by the home-time Clock (page 24).
2. Tap [Choose Date...] displays a <Choose Date> screen.
   - Use the on-screen keyboard to input the date you want to specify as the due date.



   - Tap [Today] to jump to today's date, as kept by the home-time Clock (page 24).
   - Tap [OK] to register your date setting or [Cancel] to abort the registration. The display will return to the previous screen.

Using the To Do List



The followings are the procedures you need to perform day-by-day while using the To Do List to keep track of things you have to do.

■ To check and uncheck To Do List entries

In the To Do List screen, tap the checkbox on the left end of the description field if your To Do task is completed. Check mark ☑ appears on the check box. Tapping a checkbox toggles it between completed or pending task.

- ⓘ mark indicates that due date is passed. Tapping on ⓘ mark will replace ⓘ mark with checked mark ☑.

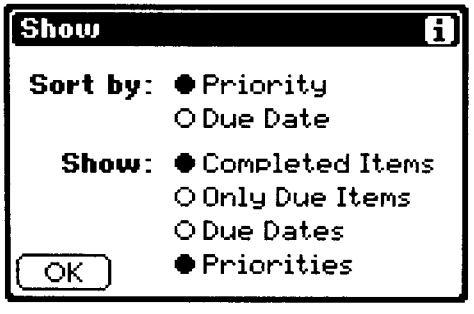
■ To purge all checked To Do List items

1. While the To Do List displays on the screen, tap Purge...

2. Tap OK to delete all checked ☑ To Do List items or Cancel to close the dialog box without deleting anything.

■ To sort and show To Do List items.

1. While the To Do List displays on the screen, tap Show... to specify to To Do List [Sort] and [Show] options.



2. Tap the radio buttons in the dialog box to select sort and show options.
3. The followings are explanations of each available option.

Sort by Priority/Due Date

You can select [Sort by : ● Priority] to display To Do items in descending order with the highest priority items first, or [Sort by : ● Due Date] to display To Do items sequentially from the oldest date.

Show Completed Items/Only Due Items

You can select [Show : ● Completed Items] to include Completed tasks ☑ in the To Do List or [Show : ● Only Due Items] to include due items (include due item as of "Today") and pending items without due date setting.

Show Due Dates/Priorities

You can select [Show : ● Due Date] to include due dates in the To Do List or [Show : ● Priority] to include priority values in the To Do List.

Editing To Do List Data

Use the following procedure when you want to change the data of an existing record.

■ To edit To Do List data

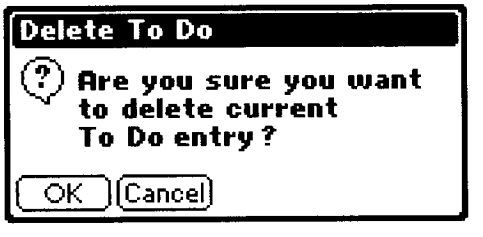
1. In the To Do List screen, tap the entry you want to edit to change to the data editing screen.
2. Make any changes in the data you want.
   - See "Inputting Text, Numbers, and Symbols" on page 12 for details on editing data.
3. After you have finished editing the data, tap ☒ to save it.

Deleting To Do List Data

The following procedure lets you delete a single entry from the To Do List. Note that you can also delete all To Do List data with a single operation using the procedure under "To delete data for a specific mode" on page 18.

■ To delete a To Do List entry

1. In the To Do List, tap the entry you want to delete to change to the editing screen.
2. Tap [Delete...].



3. In response to confirmation dialog that appears, tap [OK] to delete the entry or [Cancel] to abort the deletion.

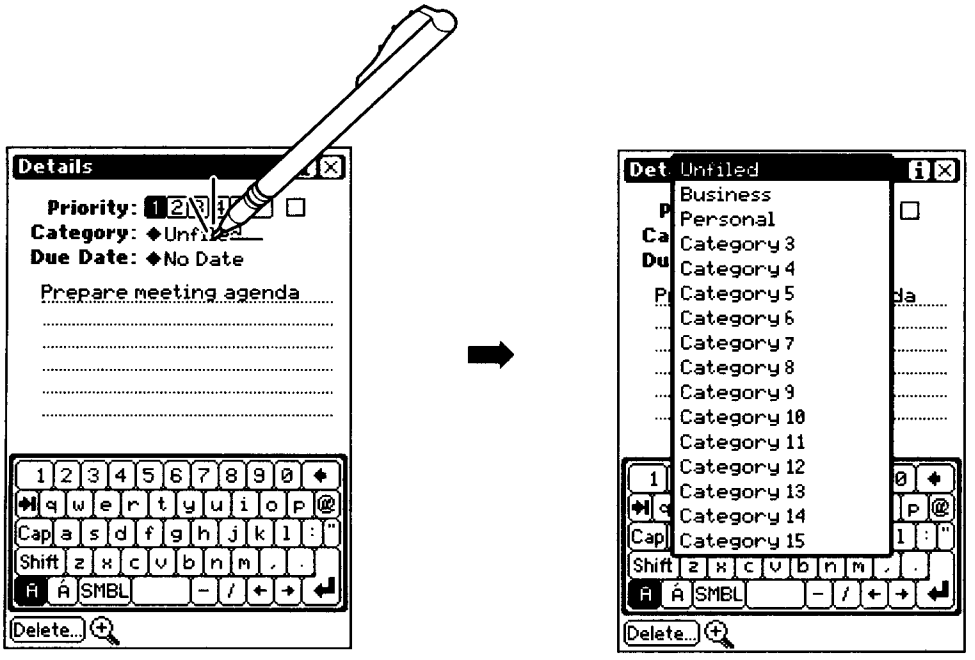
Using To Do List Categories

You can group your To Do List items according to categories to make it easier to manage your data. The following procedure describes how to assign a category to To Do List as you are inputting or editing it.

- See "Using Categories" on page 13 for details on creating your own categories.
- Inputting new data automatically assigns it to the "Unfiled" category.

■ To assign a category to To Do List item

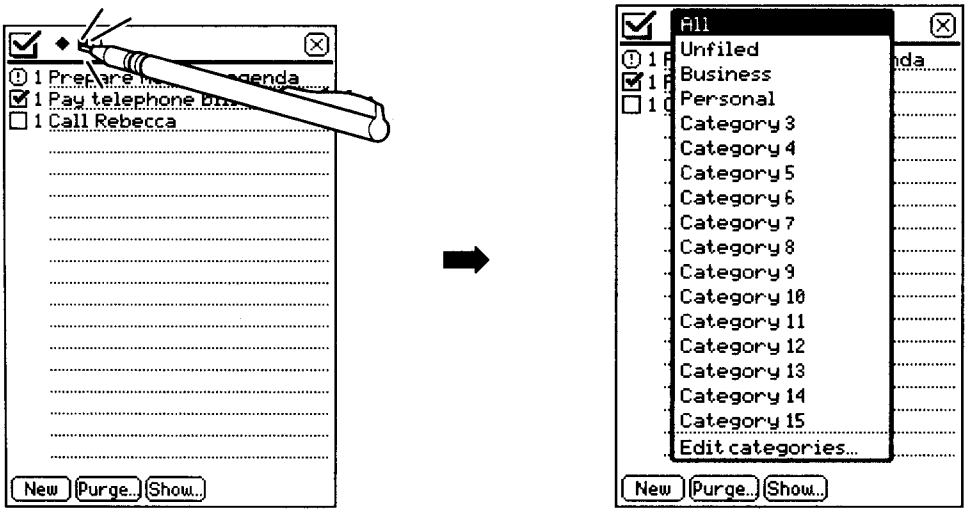
1. While inputting new To Do List data or editing data, tap on the category name field to open a list of available categories.



2. Tap the category in the list that you want to assign to the To Do List item.

■ To specify a category for To Do List display

1. While the To Do List is on the display, tap on the category name of the current category at the top of the screen to open a list of available categories.



2. Tap the category whose data you want to view in the list screen.

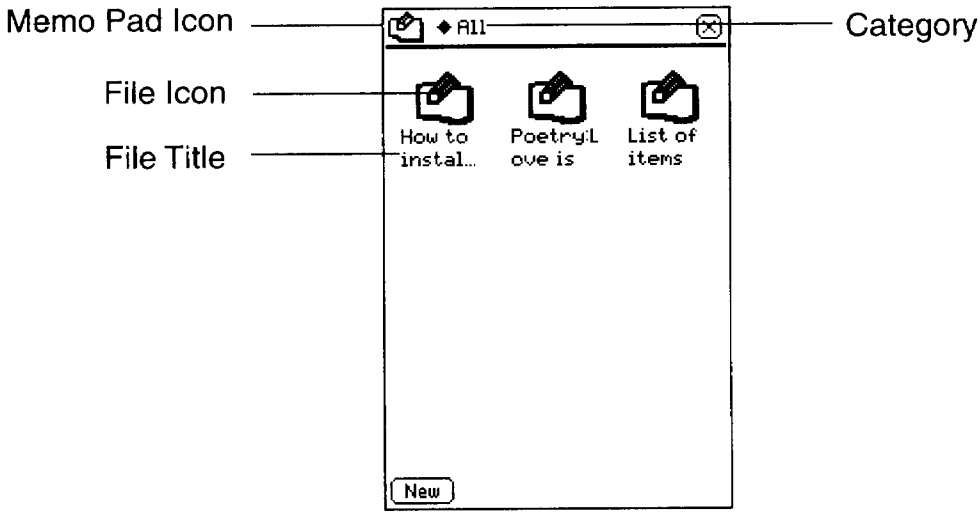
Chapter 8 - Memo Pad

To display the Memo Pad, tap the application menu's

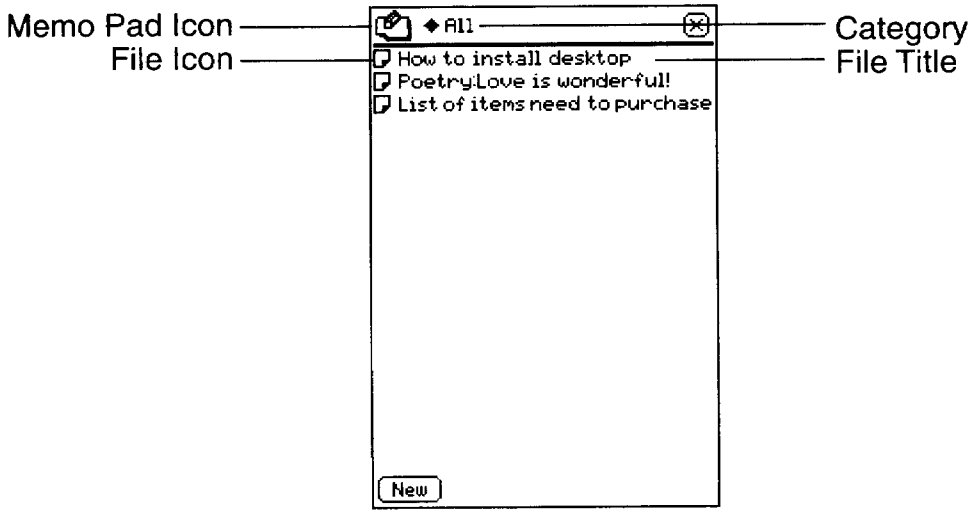
.

Memo Pad File Menu

Icon View



List View



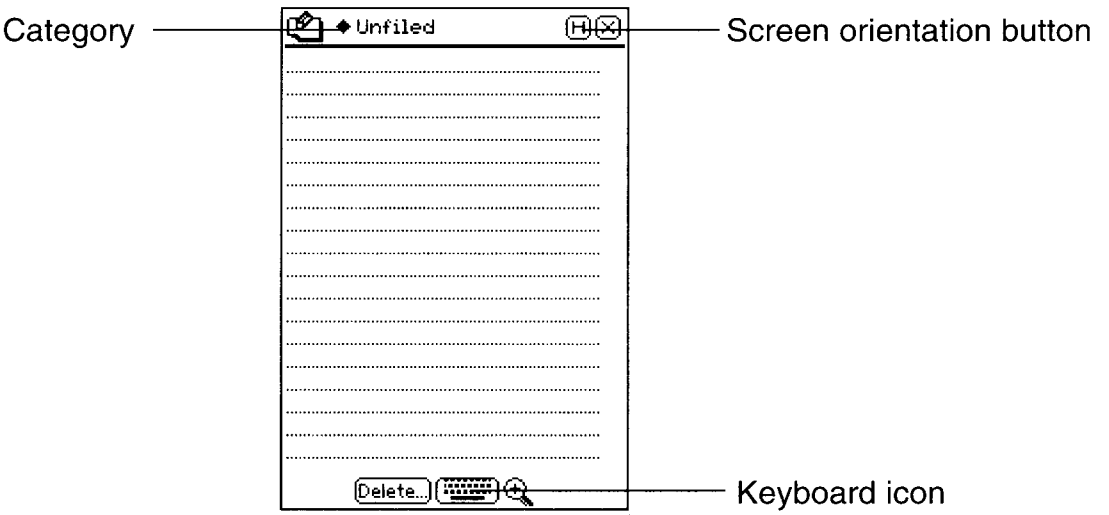
- You can use either of the two views shown above. Tap the Memo Pad icon at upper left corner to toggle between the Icon View and List View.

Inputting a New Memo

The followings describe the general procedure for inputting a new memo.

■ To input a new memo

1. In the Memo Pad file menu, tap [New] to display the new data input screen.



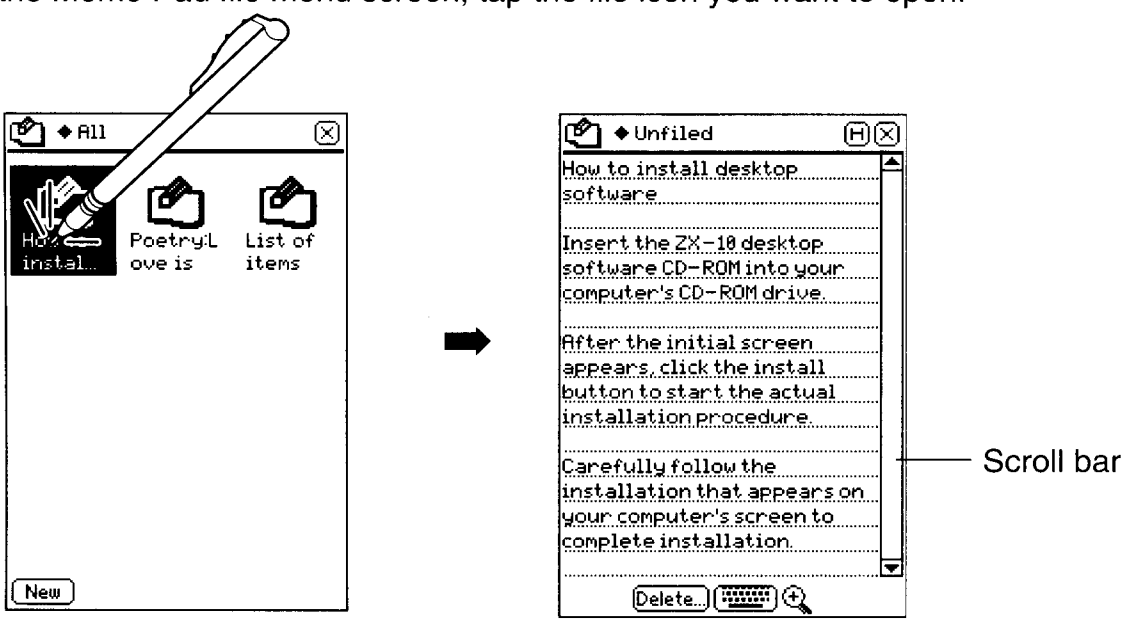
2. Tap ⌨ to display the on-screen keyboard.
   - Tap ⌨ to toggle display of the on-screen keyboard on and off.
3. Use the on-screen keyboard to input the memo text.
   - When inputting memo text, remember that the first line is used as the File Title in the Memo Pad file menu.
4. Assign a category if you want.
   - Use the procedure under "Using Memo Pad Categories" on page 53 to assign a category.
   - You can skip this step.
5. After inputting all the data you want, tap ☒ in the upper right corner to save it.
   - The data will not be saved if a different mode is selected without tapping ☒.

Opening a Memo

You can use the following procedure to open the memo you want from either the icon view or the list view of the Memo Pad file menu.

■ To open a memo

1. In the Memo Pad file menu screen, tap the file icon you want to open.


All
How to instal...
Poetry:Love is
List of items
New
Unfiled
How to install desktop software
Insert the ZX-10 desktop software CD-ROM into your computer's CD-ROM drive.
After the initial screen appears, click the install button to start the actual installation procedure.
Carefully follow the installation that appears on your computer's screen to complete installation.
Delete...
Scroll bar

2. Use the scroll bar to scroll the contents of the memo up and down.
   - See "Scrolling the Memo Pad Screen" on page 55 for details on scrolling.
3. After you have finished with the memo, tap ☒ to return to the Memo Pad file menu.

Editing a Memo

Use the following procedure when you want to change the data of an existing memo.

■ To edit a memo

1. In the Memo Pad file menu screen, tap the File Icon you want to edit.
2. Tap the ⌨ icon on the bottom of the screen to display the on-screen keyboard.
3. Make any changes in the data you want.
   - See "Inputting Text, Numbers, and Symbols" on page 12 for details on editing data.
4. After you have finished editing the data, tap ☒ to save it.

Deleting a Memo

The following procedure lets you delete a single memo from the Memo Pad. Note that you can also delete all Memo Pad memos with a single operation using the procedure *under "To delete data for a specific mode" on page 18.*

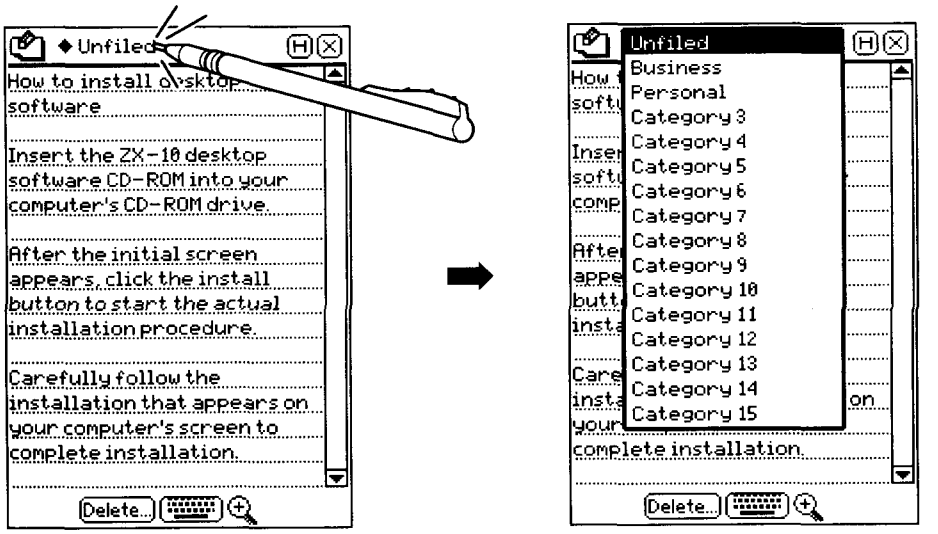
Using Memo Pad Categories

You can group your memo according to categories to make it easier to manage them. The following procedures describe how to assign a category to a memo as you are inputting or editing it.

- See "Using Categories" on page 13 for details on creating your own categories.
- Inputting a new memo automatically assigns it to the "Unfiled" category.

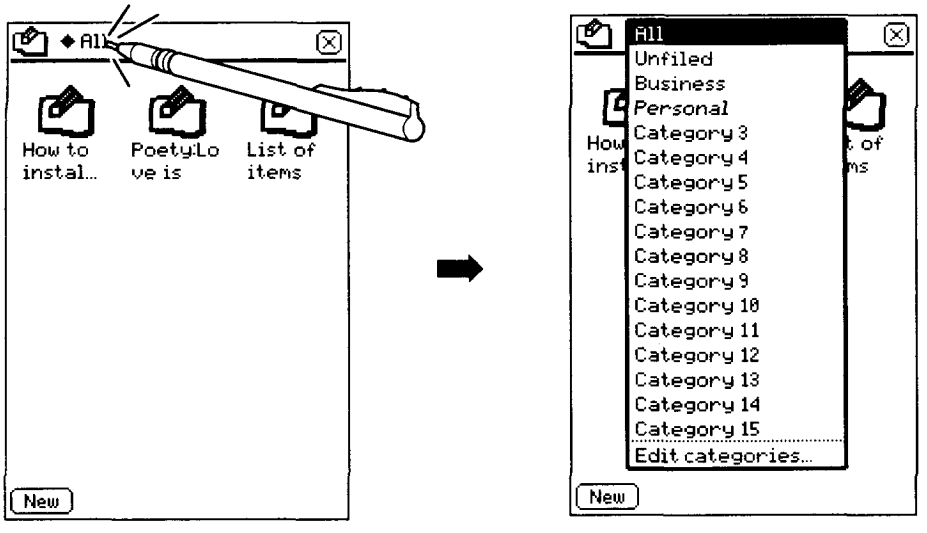
■ To assign a category to a memo

1. While inputting new memo or editing an existing memo, tap the current category at the top of the screen to open a menu of available categories.
2. Tap the category in the list that you want to assign to the memo.



■ **To specify a category for memo display**

1. While the Memo Pad file menu is on the display, tap on the current category name at the top of the screen to open a list of available options.
2. Tap the category whose data you want to view in the list screen.



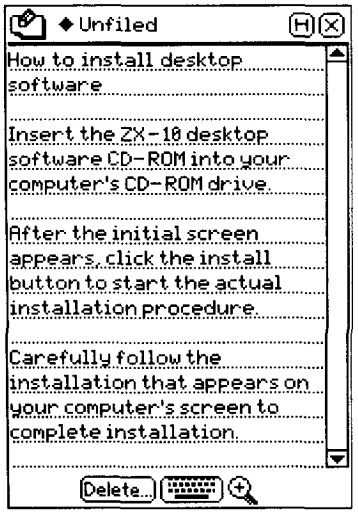
Changing the Memo Pad Screen Orientation

The following procedure lets you switch the orientation of the Memo Pad screen between vertical (portrait) and horizontal (landscape).

■ **To specify the Memo Pad Screen Orientation**

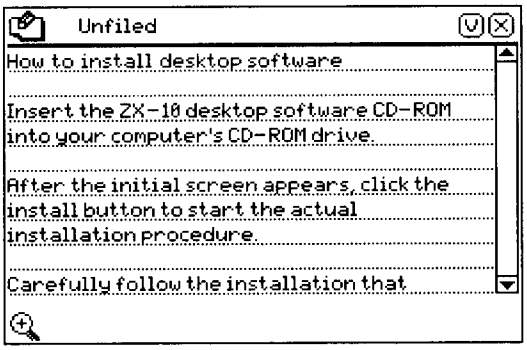
While inputting, editing, or viewing a memo, tap the Ⓗ / Ⓥ icon in the upper right corner of the screen to toggle between vertical and horizontal view.

Vertical View


Unfiled
How to install desktop software
Insert the ZX-10 desktop software CD-ROM into your computer's CD-ROM drive.
After the initial screen appears, click the install button to start the actual installation procedure.
Carefully follow the installation that appears on your computer's screen to complete installation.
Delete...

- The screen orientation icon is Ⓗ in the above display, tapping it switches the display to horizontal view.

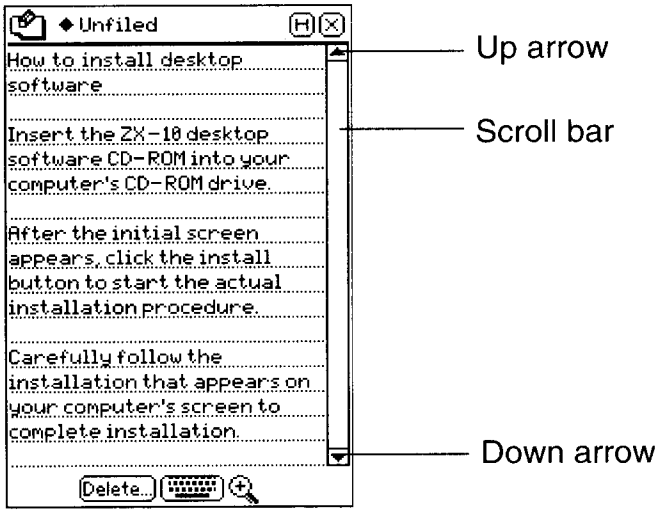
Horizontal View


Unfiled
How to install desktop software
Insert the ZX-10 desktop software CD-ROM into your computer's CD-ROM drive.
After the initial screen appears, click the install button to start the actual installation procedure.
Carefully follow the installation that

- The screen orientation icon is Ⓥ in the above display, tapping it switches the display to vertical view.

Scrolling the Memo Pad Screen

A scroll bar appears on the right side of the Memo Pad screen whenever the data in a memo runs off the top or the bottom of the screen.


◆Unfiled
How to install desktop software
Insert the ZX-10 desktop software CD-ROM into your computer's CD-ROM drive.
After the initial screen appears, click the install button to start the actual installation procedure.
Carefully follow the installation that appears on your computer's screen to complete installation.
Delete...
Up arrow
Scroll bar
Down arrow

Use the following procedure to scroll the data up and down.

- The scroll bar will not be shown when all of the data can fit in the screen.
- Scroll bar operations are the same, regardless of whether you are using vertical or horizontal screen.

■ To scroll the memo pad screen

- Tap the up arrow ▲ to scroll up and the down arrow ▼ to scroll down.
- Tap in the area below the center of the scroll bar to scroll one page down.
- Tap in the area above the center of the scroll bar to scroll one page up.

Chapter 9 - Sheet Mode

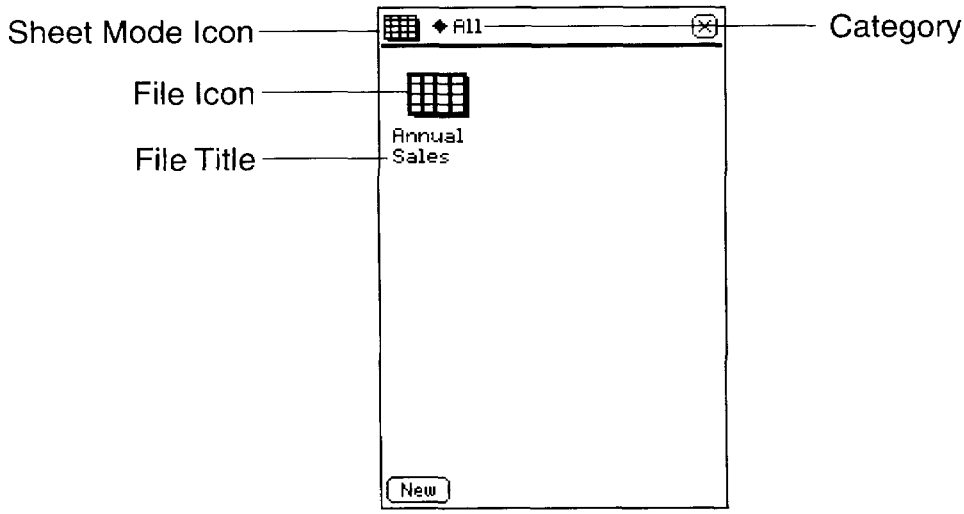
To enter the Sheet Mode, tap the application menu's .

Sheet

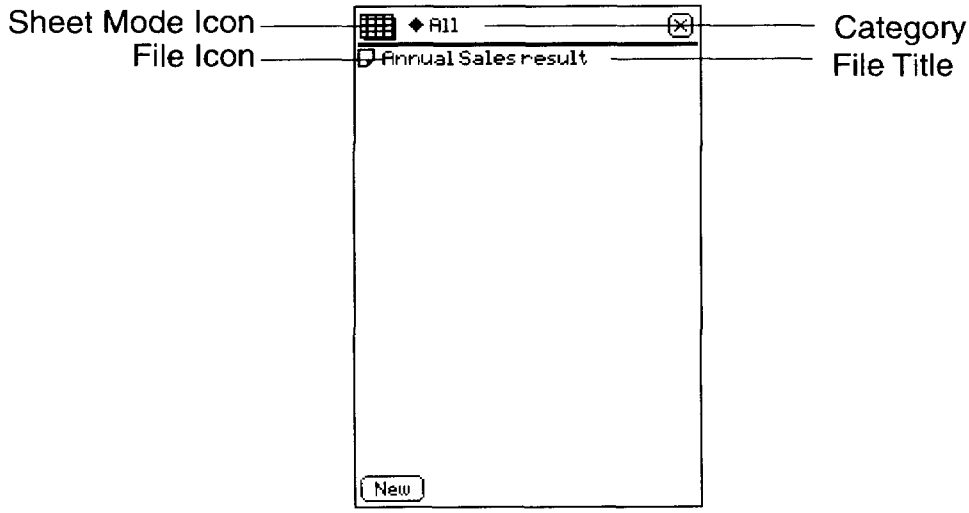
⚠**Important!**

- Note that you can view and input Sheet Mode data only. The Sheet Mode does not perform any spreadsheet calculations in ZX-10.
- Sheet information will convert to ZX-10 as text only. Therefore, formulas and cell formats cannot be converted, even if the data is edited on the ZX-10. If you want to update to the latest information, perform Data synchronization with ZX-10 Desktop. (See page 68 for the detail of Data Synchronization.)
- If you wish to update ZX-10 sheet data with cell format in the linked sheet in ZX-10 Desktop Software, you need to input data in ZX-10 unit according to the cell format. (For example, if cell format is "date" in ZX-10 Desktop software, you need to input 5-30 or May 30 in ZX-10 unit in order to reflect it to ZX-10 Desktop Software.)

Sheet Mode File Menu
Icon View



List View



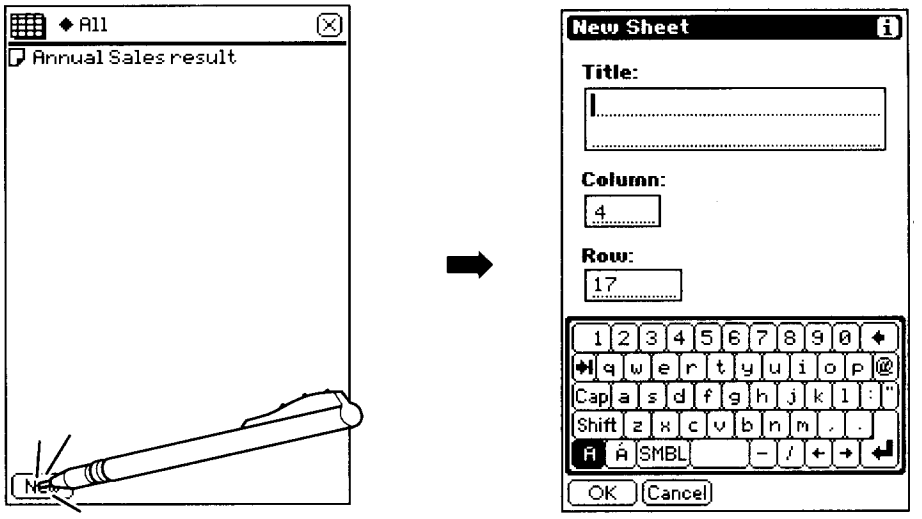
- You can use either of the two views shown above. Tap the Sheet Mode icon at upper left corner to toggle between the Icon View and List View.

Creating a New Sheet

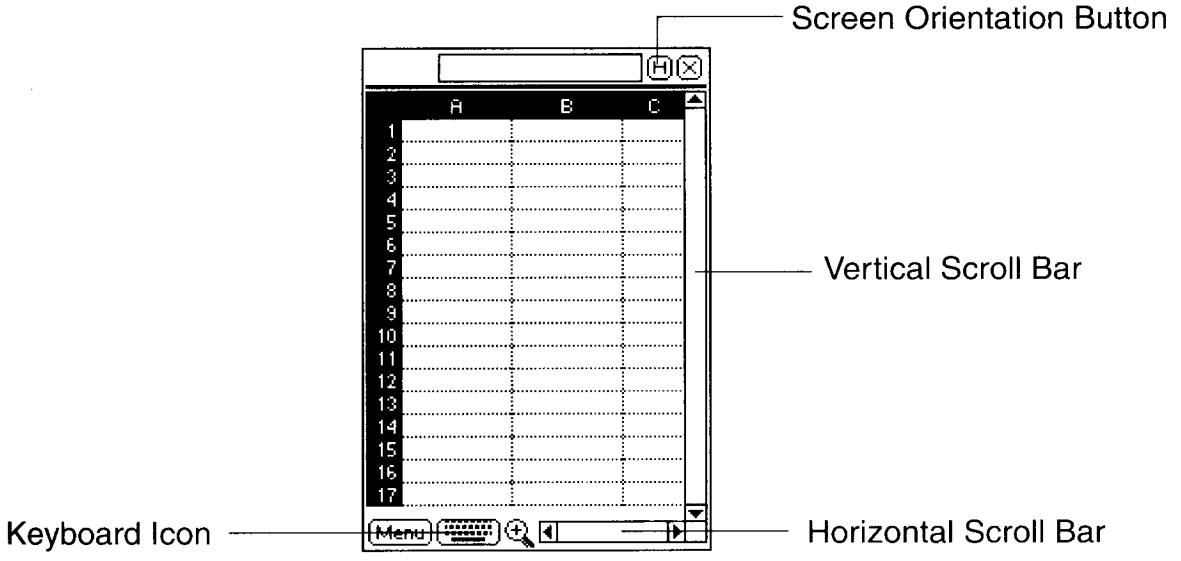
The following describes the general procedure for creating a new sheet and inputting data.

■ To create a new sheet

1. In the Sheet Mode file menu, tap [New] to display the new sheet input screen.

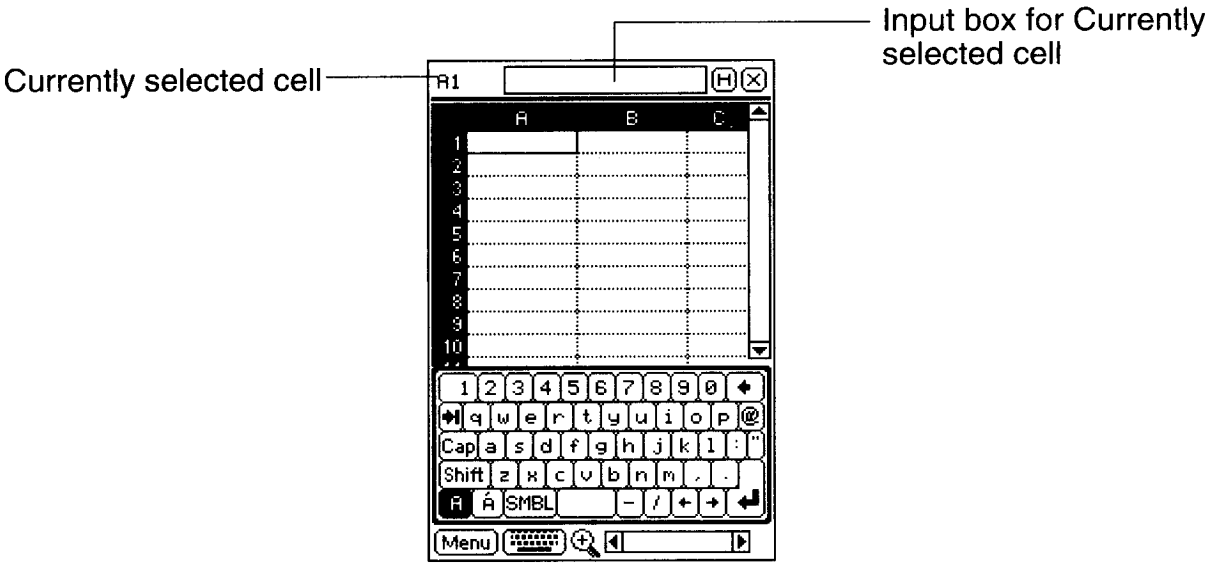


2. Tap in the [**Title**] field and then use the on-screen keyboard to input up to 32 characters for the title you want to assign to the sheet.
3. Tap in the [**Column**] field and input the number of columns you want.
4. Tap in the [**Row**] field and input the number of rows you want.
5. Tap [OK] to open the new sheet.



- Tap [⌨] to toggle display of the on-screen keyboard on and off.

6. Tap the cell where you want to input data, and use the on-screen data to input letters and numbers.



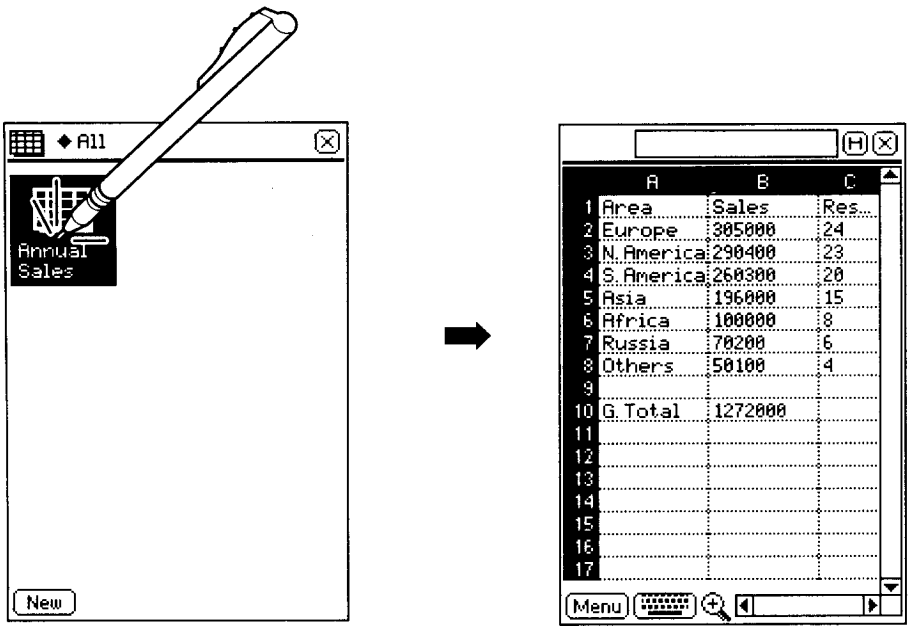
   - Letters and numbers you input from the keyboard first appears in the input box.
7. Tap the on-screen keyboard's ↵ key to register the contents of the input box in the currently selected cell.
8. After inputting all the data you want, tap ☒ in the upper right corner to save it.
9. The data will not be saved if a different mode is selected without tapping ☒.

Opening a Sheet

You can use the following procedure to open the sheet you want from either the icon view or the list view of the Sheet Mode file menu.

■ To open a sheet

1. In the Sheet Mode file menu screen, tap the sheet you want to open.



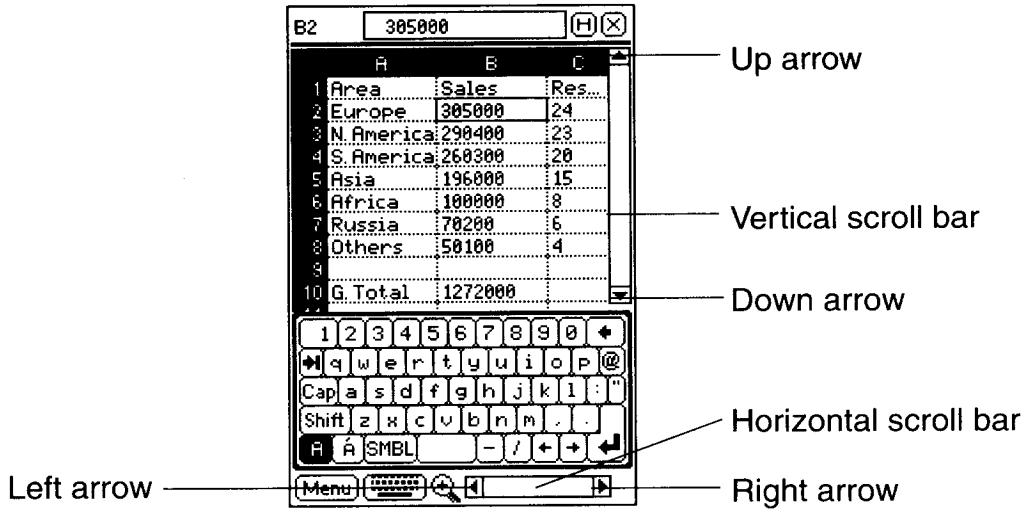
   - Note that only one sheet can be open at a time. You will not be able to open a sheet if one is already opened.

2. Use the scroll bars to scroll the contents of the sheet up, down, left, and right.
   - See "Sheet Operations" below for details on scrolling.
3. After you have finished with the sheet, tap [⊠] to return to the Sheet mode file menu.

Sheet Operations

Use the operations described below to manoeuvre around a sheet.

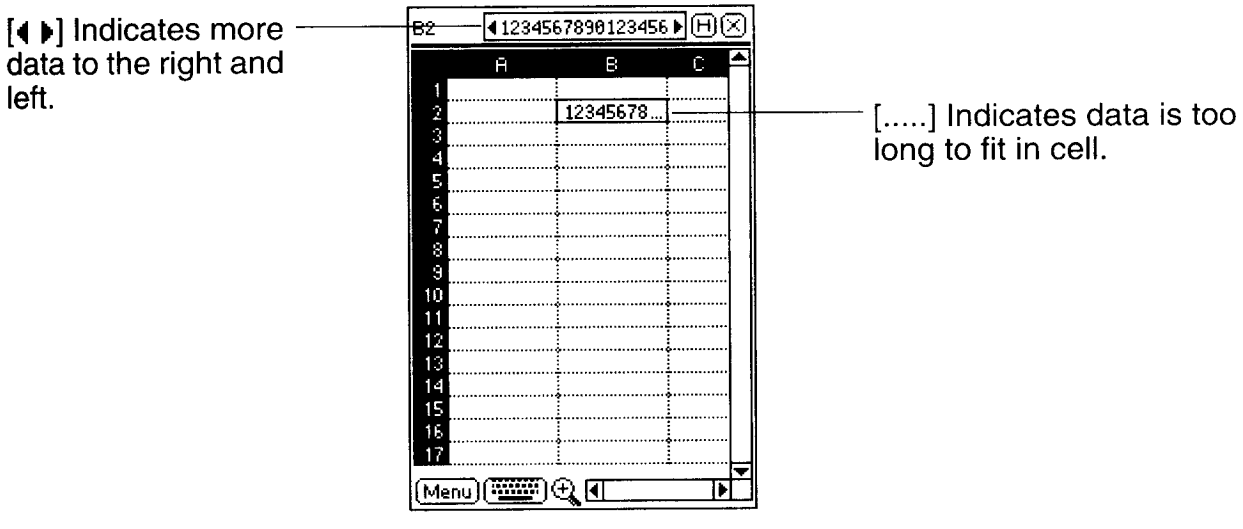
■ To scroll a sheet



- In the vertical scroll bar, tap the up arrow ▲ to scroll up and the down arrow ▼ to scroll down. Tap in the area below the center of the scroll bar to scroll one page down, and above the center of the scroll bar to scroll one page up.
- In the horizontal scroll bar, tap the left arrow ◀ to scroll left and the right arrow ▶ to scroll right. Tap in the area to the left of the center of the scroll bar to scroll one page to the left, and to the right of the center of the scroll bar to scroll one page to the right.
- Scroll bar operations are the same, regardless of whether you are using vertical or horizontal screen orientation.

■ To view data that is too long for a cell

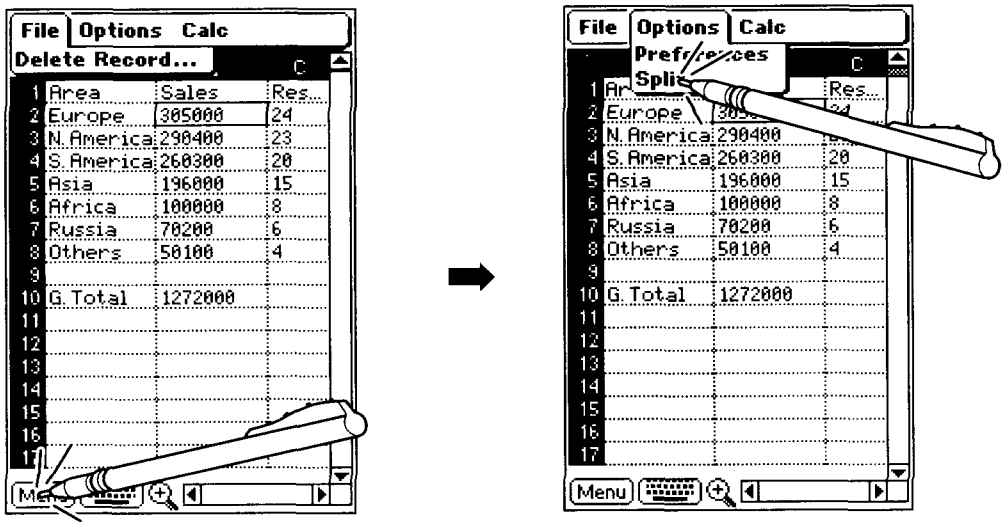
1. Tap the cell that contains the data you want to view.



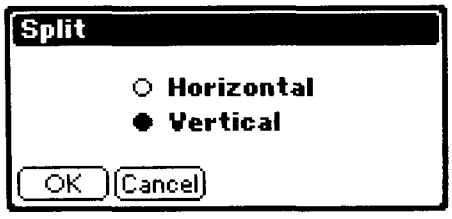
2. Tap the ▶ arrow next to the input box to scroll the data to the left.
   - When you scroll data to the left, a ◀ button appears on the other side of the input box for scrolling in the other direction.

■ To create a split view of a sheet

1. Tap a cell to select it and define the location of the split.
2. Tap (Menu) on the bottom of the screen to display the menu bar.
3. Tap the [Options] menu and then tap the [Split] command.

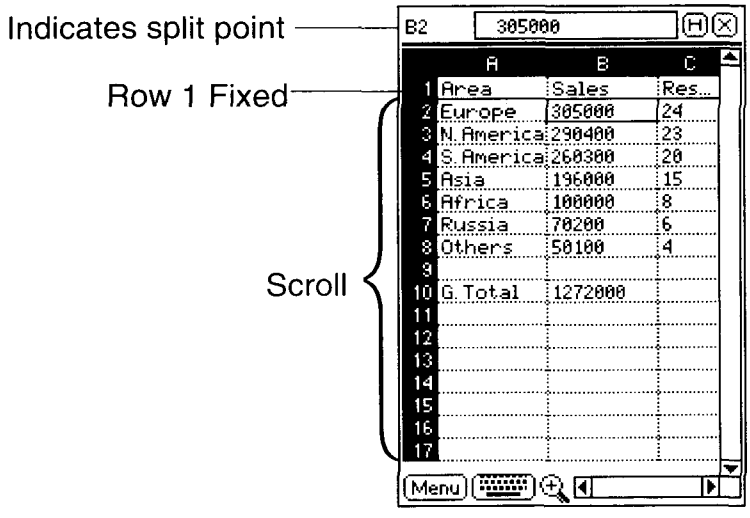


4. Split dialog displays on the screen.



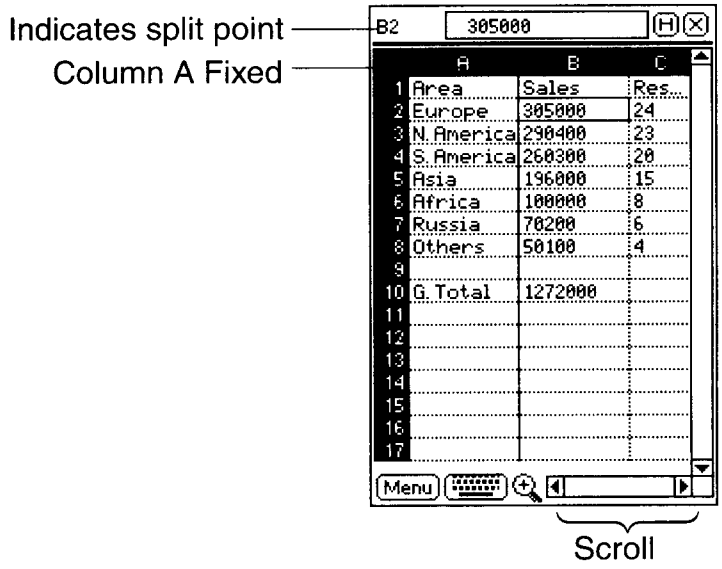
5. Tap the radio button next to the type of split you want to specify, and then tap (OK) to confirm or tap (Cancel) to abort the split setting.
   - You can use either vertical or horizontal split at any one time. They cannot be used in combination with each other.
   - The following are the results of a split operation when cell B2 is selected.

Horizontal Split



- Horizontal split: Vertical scroll operations affect row 2 and all rows below it. Row 1 is fixed and does not scroll.

Vertical Split



- Vertical split: Horizontal scroll operations affect column B and all columns to the right. Column A is fixed and does not scroll.

Editing a Sheet

Use the following procedure when you want to change the data in an existing sheet.

■ To edit a sheet

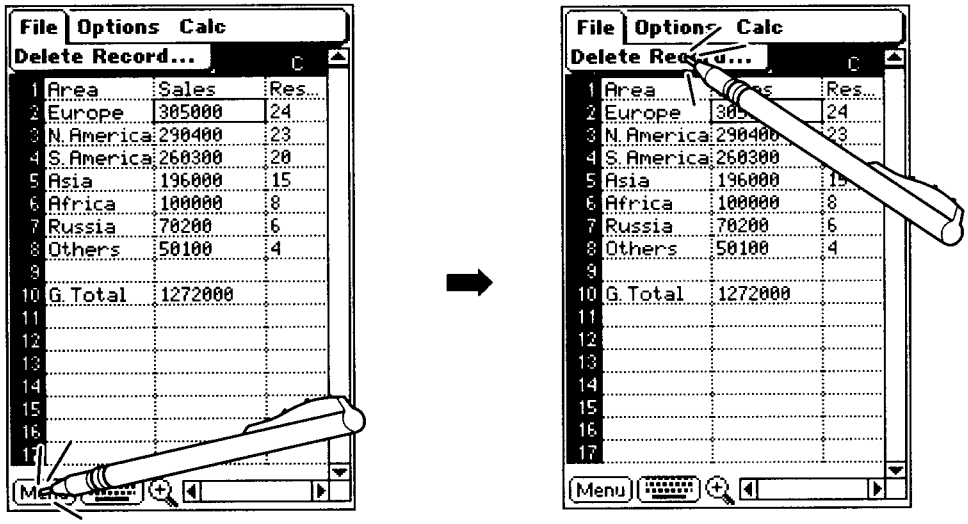
1. In the Sheet Mode file menu screen, tap the sheet icon you want to edit.
2. Tap the cell which contents you want to edit.
3. Tap ⌨ on the bottom of the screen to display the on-screen keyboard.
4. Make any changes in the data you want.
   - See "Inputting Text, Numbers, and Symbols" on page 12 for details on editing data.
5. After you have finished editing the data, tap ☒ to save it.

Deleting a Sheet

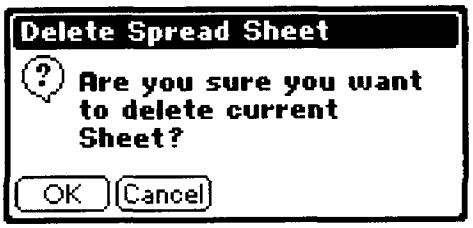
The following procedure lets you delete a single sheet. Note that you can also delete all Sheet Mode data with a single operation using the procedure under "To delete data for a specific mode" on page 18.

■ To delete a sheet

1. In the Sheet Mode file menu screen, tap the sheet icon you want to delete.
2. Tap [Menu] to display the menu bar.



3. Tap the [File] menu and then tap the [Delete Record] command.
4. Delete Spread Sheet dialog displays on the screen.



5. Tap [OK] to delete the sheet or [Cancel] to abort the procedure without deleting anything.

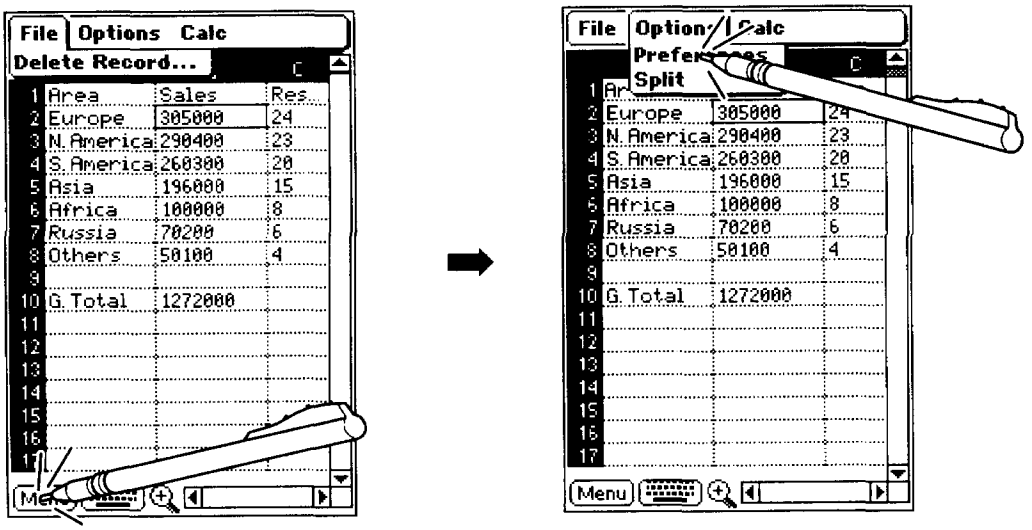
Using Sheet Mode Categories

You can group your sheets according to categories to make it easier to manage them. The following procedures describe how to assign a category to a sheet.

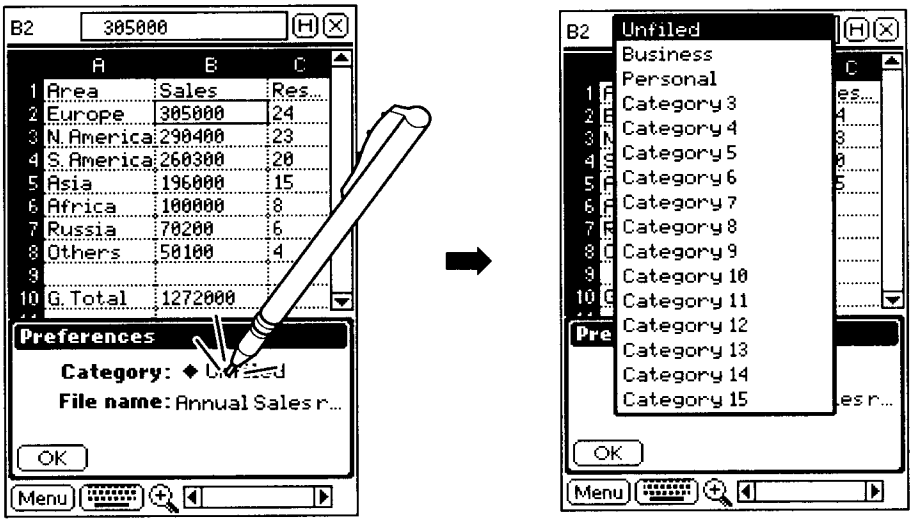
- See "Using Categories" on page 13 for details on creating your own categories.
- Inputting a new sheet automatically assigns it to the "Unfiled" category.

■ To assign a category to a sheet

1. While inputting a new sheet or editing an existing sheet, press [Menu] to display the menu bar.
2. Tap the [Options] menu, and then tap the [Preferences] command.



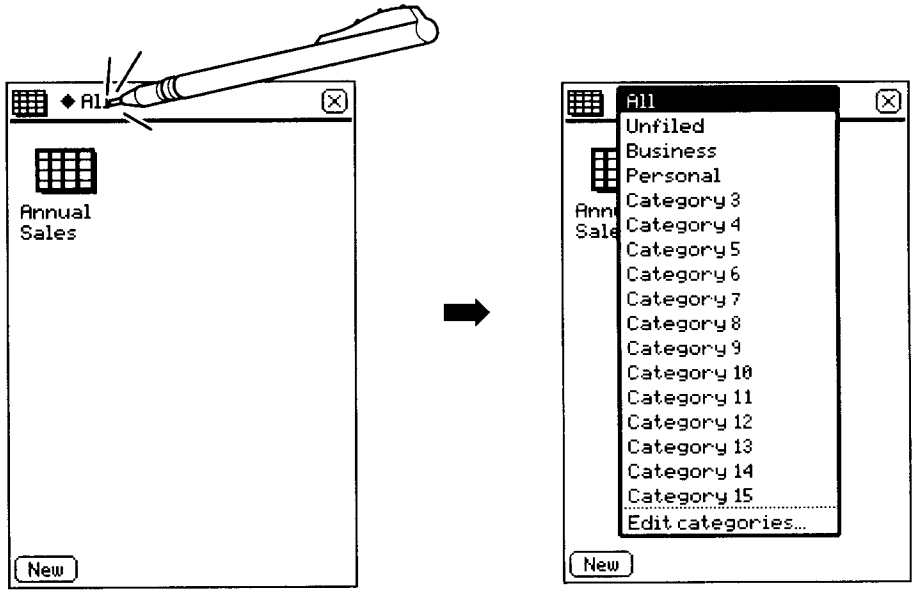
3. Preferences dialog displays on the screen.
4. Tap on the category name to display a list of categories, and then tap the category you want to select.
   - See "Using Categories" on page 13 for details on using categories.



5. After you have finished making your setting, tap [OK] to close the dialog box.

■ To specify a category for Sheet Mode File Menu

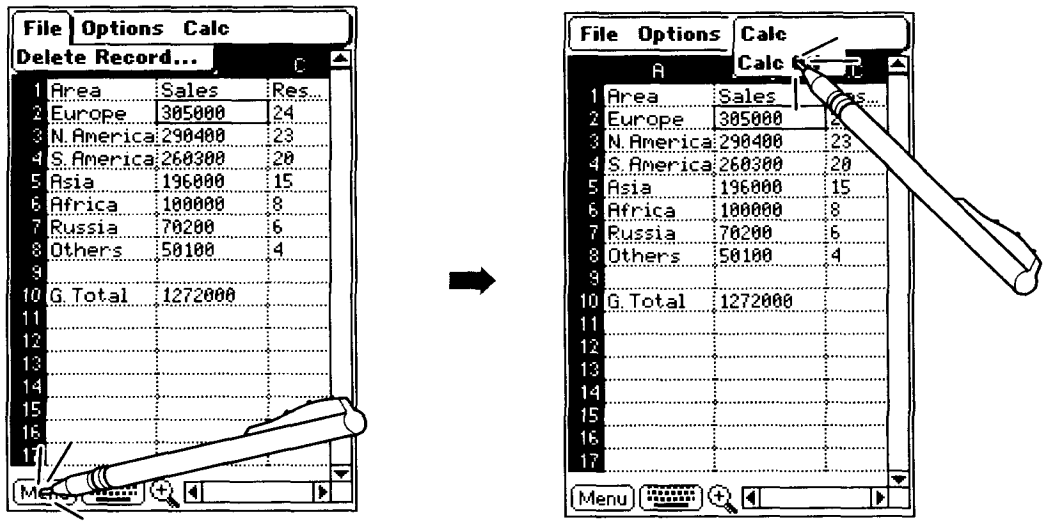
1. While the Sheet Mode File Menu is on the display, tap on current category name at the top of the screen to open a list of available categories.



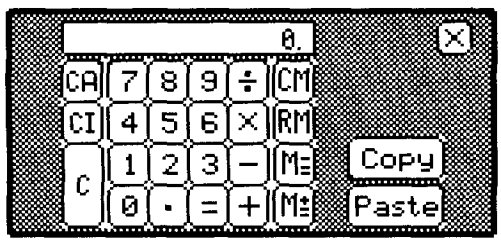
2. Tap the category whose data you want to view in the list screen.

■ Calculator

1. Click on [Menu] and then select [Calc] from the menu and then tap [Calc ON].



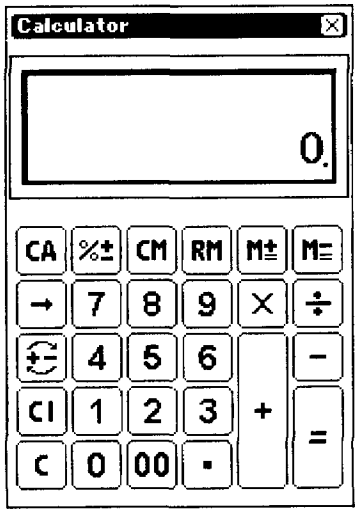
2. Calculator appears at the bottom of the screen.



3. To paste the results of the calculation on the selected cells, tap [Copy] when the calculation result still displayed in calculator. Tap [Paste] to paste the figure on the selected cell.
   - See page 65 for explanation of each key of the calculator.

Chapter 10 - Calculator

To display the Calculator, tap the application menu's .



Using the Calculator

Use the stylus to tap the keys of the on-screen calculator and perform the calculation you want. Input calculations just as they are written, from left to right, and press [=] at the end to obtain the result.

The following explains the other key operations that are available with the calculator.

- [CA] **Clear All Key**
  - Press to clear all calculations and calculator memory contents.
- [CM] **Clear Memory Key**
  - Press to clear calculator memory.
- [RM] **Recall Memory Key**
  - Press to recall memory contents.
- [M±] **Memory Plus Equal Key**
  - Press to obtain a calculation result and add the result automatically to memory. This key is also used to add a number to memory.
- [M=] **Memory Minus Equal Key**
  - *Press to obtain a calculation result and subtract the result automatically from* memory. This key is also used to subtract a number from memory.
- [→] **Shift Key**
  - Press to delete the last digit entered from the display and shift other displayed numbers / digit to the right.
- [%±] **Percent Plus-Minus Key**
  - Press to perform percentage, add-on and discount calculation.
- [±] **Sign Change Key**
  - Press to switch the displayed value between plus and minus.
- [CI] **Clear Indicator Key**
  - Clear for correcting only the numbers that have just been entered.
- [C] **Clear Key**
  - Clear all entries and results except memory contents.

Calcuration Examples

	Calculation	Operation	Display
	Mixed	[CA]	0.
	2×3=6	2 [×] 2 [CI] 3 [=]	6.
	−7×9=-63	7 [±] [÷] [×] 99 [→] [=]	-63.
	9÷5×3.2+7−1=11.76	9 [÷] 5 [×] 3 [.] 2 [+] 7 [−] 1 [=]	11.76
	(2+4)÷ 3×8.1=16.2	2 [+] 4 [÷] 3 [×] 8 [.] 1 [=]	16.2
	Constant		
[+]	2+3=5	2 [+] 3 [=]	5.
	4+3=7	4 [=]	7.
[−]	1−2=-1	1 [−] 2 [=]	-1.
	2−2=0	2 [=]	0.
[×]	2×3=6	2 [×] 3 [=]	6.
	2×4=8	4 [=]	8.
[÷]	6÷3=2	6 [÷] 3 [=]	2.
	9÷3=3	9 [=]	3.
	3^4=81	3 [×] [=] [=] [=]	81.
	1/5=0.2	5 [÷] [=]	0.2
	1/(2×3+4)=0.1	2 [×] 3 [+] 4 [÷] [=]	0.1
	Percentage	[CA]	
[%±]	1200×12%=144	1200 [×] 12 [%±]	144.
	1200×15%=180	15 [%±]	180.
	1200+(1200×17.5%)=1,410	1200 [+] 17 [.] 5 [%±]	1'410.
	1200−(1200×17.5%)=990	1200 [−] 17 [.] 5 [%±]	990.
	Memory	[CA]	
[M±]	3×4=12	3 [×] 4 [M±]	(MEMORY 12.
[M=]	−) 6÷0.2=30	6 [÷] [.] 2 [M=]	(MEMORY 30.
[RM]	−18	[RM]	(-MEMORY 18.
[CM]	+) 200	200 [M±]	(MEMORY 200.
	182	[RM]	(MEMORY 182.
		[CM]	182.

Over Flow

In the following cases, "ERROR" will be displayed on calculation field. Press [C] to clear the overflow.

1. When the result or the memory content exceeds 10 digits to the left of the demimal point.

■ 1,234,567,890 ×1,000 =1,234,567,890,000

(ERROR)

1234567890 [×] 1000 [=] (ERROR 123.4567890)

■ 3,333,333,333 [×] 3 [M+] (MEMORY 9'999'999'999.)

123 [×] 456 [M+] (MEMORY ERROR 1.000005608)

[C] (MEMORY 0.)

[RM] (MEMORY 9'999'999'999.)

2. When dividing by "0".

■ 200 [÷] 0 [=] (ERROR 0.)

⚠Important!

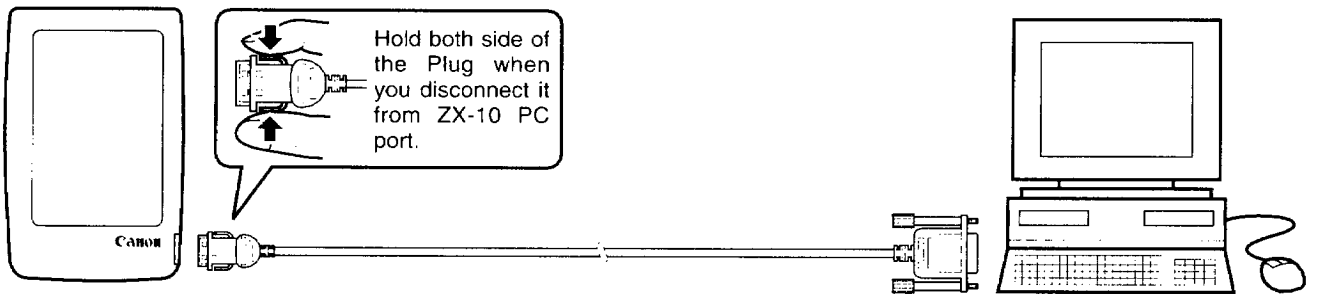
- Calculator memory contents will be cleared if you change to another mode.

Chapter 11 - Data Synchronization

Data synchronization capabilities will make it possible for you to ensure that the data stored in your ZX-10 unit always matches the data stored in your ZX-10 Desktop Software program on your computer. After the Data Synchronization, the changes you made in ZX-10 or ZX-10 Desktop Software will be reflected on both platforms.
The procedure in this chapter describes how to actually perform data synchronization.

■ To connect ZX-10 and PC

Before performing data synchronization, you need to connect ZX-10 unit and the PC installing ZX-10 Desktop Software by PC Sync. Cable as shown below.

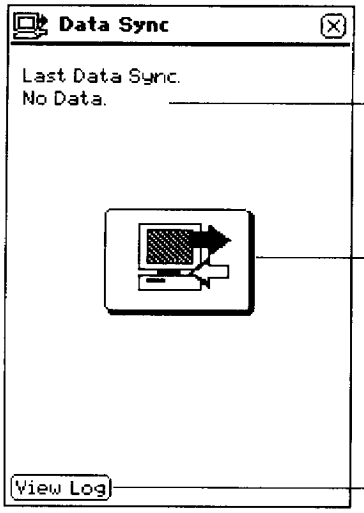


- Make sure that the power of ZX-10 and PC is OFF when you are connecting PC Sync. Cable.

■ To perform data synchronization

1. Switch your computer on and launch the ZX-10 Desktop Software.
2. To display data synchronization screen, tap the application menu's

.
3. <Data Sync.> screen appears. Tap the Data Sync. Start Button to start the data synchronization with ZX-10 Desktop Software.



The date of the last Data Sync operation is displayed here. If this is the first time, no data message is displayed.

Data Sync Start Button:
Tapping this button starts Data Sync.

View Log Button:
Tap this button to display the results of the last Data Sync operation.

4. Tap [x] to return to the Application Menu.
   - Refer to Chapter 9, "Data Synchronization," of ZX-10 Desktop on page 131 concerning Data Sync settings.

Caution:

- If you are performing Data Sync for the first time, in order to register your ZX-10 unit in ZX-10 Desktop Software, the Category name is changed automatically to ZX-10 Desktop Software.
- If you synchronize new or edited data in big volume, it may take few minutes to complete the data synchronization.
  Performing synchronization partially will speed up the operation.

Chapter 12 - Reference

This chapter contains useful information that can help you solve problems or find out more about your ZX-10.

System Reset

The system reset initializes the ZX-10 system so it can recover from external impact or shock, or exposure to electrostatic discharge or other abnormal phenomena.
When you perform System Reset, Clock and Alarm setting will be cleared. After the System Reset, Clock and Alarm Setting must be registered from the beginning.

■ To perform a system reset

1. Press the RESET button on the back side of ZX-10.
2. Use the stylus to perform the screen alignment operation in accordance with the instructions that appear on the screen.
3. Use the on-screen buttons that appear to adjust display contrast, and then tap [OK].
4. The [Memory Initialize] message will be displayed. **Tap [Cancel] to abort the Hard Reset and to operate only system reset.** The display will be changed to the clock screen.

Hard Reset

The hard reset operation deletes all data in ZX-10 memory and initializes the ZX-10 system. Perform a hard reset before using the ZX-10 for the first time, or whenever you want to clear all data from memory.
Never do the Hard Reset in normal circumstances, otherwise you will lose all of your data.

■ To perform a hard reset

1. Press the RESET button on the back side of ZX-10.
2. Use the stylus to perform the screen alignment operation in accordance with the instructions that appear on the screen.
3. Use the on-screen buttons that appear to adjust display contrast, and then tap [OK].
4. The [Memory Initialize] message will be displayed. Tap [OK] to display the message.
5. After Memory Initialize confirmation message appears, Tap [OK] to delete all registered data.
6. The time will return to the factory setting when the ZX-10 is reset and must be set up once more.
   - The hard reset clears all data from memory and returns all settings to the initial factory defaults shown in the following table.

Setting	Factory Default
Date	01/01/98
Time	AM 12:00
Time Format	12-hour
Home City	London
Daylight Saving Time	Off (Standard Time)

Troubleshooting

■ ZX-10 does not turn on.

- Make sure that batteries are loaded correctly.
- Make sure that the battery replacement switch is in the [LOCK] position.
- Replace the batteries. If the power cannot be switched on even after the batteries has been replaced, try to do "System Reset".

■ **No sound**
- Open the Set up menu's [Sound] dialog and check its settings.

■ **Low battery warning**
- Immediately save any data you are inputting or editing and replace batteries as soon as possible. See "To insert Batteries" on page 5 for details.

■ **Tapping the screen produces an unexpected result.**
- The screen may require alignment. On the [Setup] menu tap [Digitizer], and then follow the instructions that appear on the screen to re-align it.

■ **When the password has been forgotten**
- If a password has been assigned and the ZX-10 is locked, a hard reset is the only way to regain access. After a hard reset all data will be deleted.

■ **Tapping Today button doesn't jump to today's date.**
- The date of the ZX-10's clock may not be set correctly. Check the clock setting and correct it if necessary.

■ **Data in memory does not appear in the list view.**
- Make sure that the correct category is selected. Select "All" for the category to list all data.

■ **Memory Full**
- Delete all out-dated data that is no longer necessary.
- Execute [Purge] function attached to the [To Do List] to delete completed To Do tasks.
- Optimize the memory by [Free Up Memory] function.

■ **ZX-10 turns itself off**
- The ZX-10 is equipped with an automatic power-off function. Open [Sleep] from the [Setup] menu and verify the set parameter. This parameter can be set at one, three, five and seven minutes.

Data Storage

Failure to replace a worn-out battery promptly or incorrect replacement of a battery will interrupt the power supply and cause the stored user data to be lost or altered.
Loss or alteration of user data can also occur, though very infrequently, due to extreme levels of static electricity, physical shocks, or severe environmental conditions. It is therefore advisable to make a note of important information.
Data which has been lost cannot be restored.

Keeping your organizer in good working condition
- Never use the organizer in places subject to rapid variations in temperature, excessive humidity, the presence of dirt or dust, or in direct sunlight.
- Do not apply pressure to the screen.
- Use only a soft, dry cloth to clean the organizer. Never use a damp cloth or volatile liquids.
- Do not, under any circumstances dismantle this organizer.

Battery Notes

- Do not try to recharge, disassemble or do anything to the batteries that could cause a short circuit.
- Do not expose the batteries to high temperatures or open flames.
- Keep the battery out of reach of children.
- If the batteries are swallowed, consult a physician immediately.

Specifications

Memory capacity :	1 M byte Flash Memory
Power supply :	DC3V Alkaline Batteries (AAA × 2)
Battery life :	• Approx. 570 hours (Approx. 23 days) in the condition of : Pen Tap 100 times, Alarm 1 minute, Data sync 1 minute, Display on 25 minutes, Display off 23.5 h per day at an ambient temperature of 23°C (73°F)
Auto power off :	Can be changed 1, 3, 5, 7 minutes
Usable temperature :	0°C-40°C (32°F-104°F)
Dimensions :	135 mm (L) × 83 mm (W) × 17.5 mm (H)
Weight :	161 g (with battery)
Clock accuracy :	± 30 seconds/month (at 25 °C)

About ZX-10 Desktop Software

This Owner's Manual will provide you with a detailed explanation of the CANON ZX-10 Desktop Software application, allowing you to manage your ZX-10 data on a personal computer. It will also define the various data synchronization functions and settings, ensuring that the data on your ZX-10 unit and desktop always match.

⚠ **Important!**

- The procedures in this Owner's Manual assume that you are already familiar with common personal computer and Windows operations such as click, double-click, drag, drop, scroll bars, dialog boxes, etc. If you need information on these or any other standard operations, see the documentation that comes with your computer and Windows.

Chapter 1 - Getting Started

System Requirements

The followings are the minimum requirements for installation and operation of ZX-10 Desktop Software.

Minimum Requirements

- Windows 95/Windows NT 4.0
- IBM-compatible 486 PC or higher. Pentium 100Mhz or higher CPU recommended
- 8 MB RAM minimum, 16 MB RAM recommended
- 10 MB available hard disk space for Windows 95 or Windows NT 4.0
- VGA monitor or better (256-color video system required)
- CD-ROM drive
- One available serial port
- Mouse

⚠ **Important!**

- ZX-10 Desktop Software is designed to be run under Windows 95 and Windows NT 4.0 only.

Installing ZX-10 Desktop Software

Use the following procedure to install ZX-10 Desktop Software on your computer.

Installation Preparation

- Disconnect the PC Sync. cable connecting ZX-10 unit and your computer during ZX-10 Desktop Software installation.
- Turn off all of your computer's background communication programs or any other software that polls the network or other devices.
- Disable or turn off all virus-protection software.
- Exit all Windows programs, including those that launch automatically at start up.
- If you are running Microsoft Office, exit the Office toolbar.
- Turn off any screen-saver software during the installation.

⚠ **Important!**

- Be sure to use the installer, which installs all necessary files to their proper locations. Do not try to install ZX-10 Desktop Software by simply copying files to your hard disk.
- If the message, "You must restart your computer before the new setting will take effect." appears, follow the instructions to restart the Windows.

■ To install ZX-10 Desktop Software from the CD-ROM

1. Insert the ZX-10 Desktop Software CD-ROM into your computer's CD-ROM drive.
   - With Windows 95 and Windows NT 4.0, the installer should launch automatically.

   If it doesn't, perform the following steps.
   - On the Start menu, click [Run] to display the [Run] dialog.
   - Type **d:Setup.exe** in the text box. Note that the letter "d" is the drive name of your CD-ROM drive. If your drive has a different name, change "d" to the appropriate letter.
   - Click [OK] to proceed to next step.
2. After the installation screen appears, click the [Install] button to start the actual installation procedure.
3. Carefully follow the instructions that appear on your computer's screen to complete installation.

4. During the installation, specify your user name and the serial port.
   - For user name, enter the name that you will always use in the ZX-10 Desktop Software.
   - For the serial port, select a port that is not being used by a modem or other device.

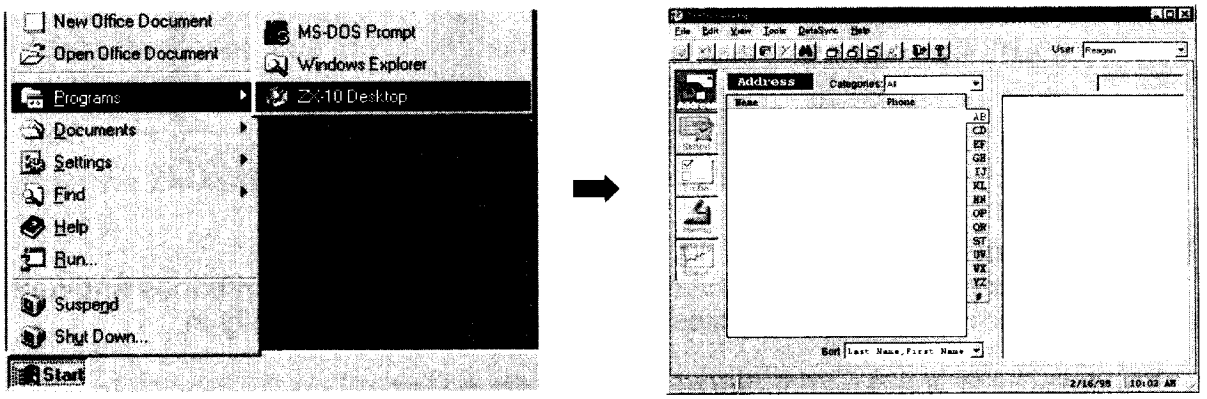
⚠ **Important!**
- If you want to install "ZX-10 Desktop Software" again, uninstall and delete "ZX-10 Desktop Software" directory first.

Starting Up ZX-10 Desktop Software

Use the following procedure to start up ZX-10 Desktop Software.

■ To start up ZX-10 Desktop Software

1. Click [Start] and then [Programs].
2. Highlight "ZX-10 Desktop" in the programs and click on it. This starts up ZX-10 Desktop Software and displays the initial screen.



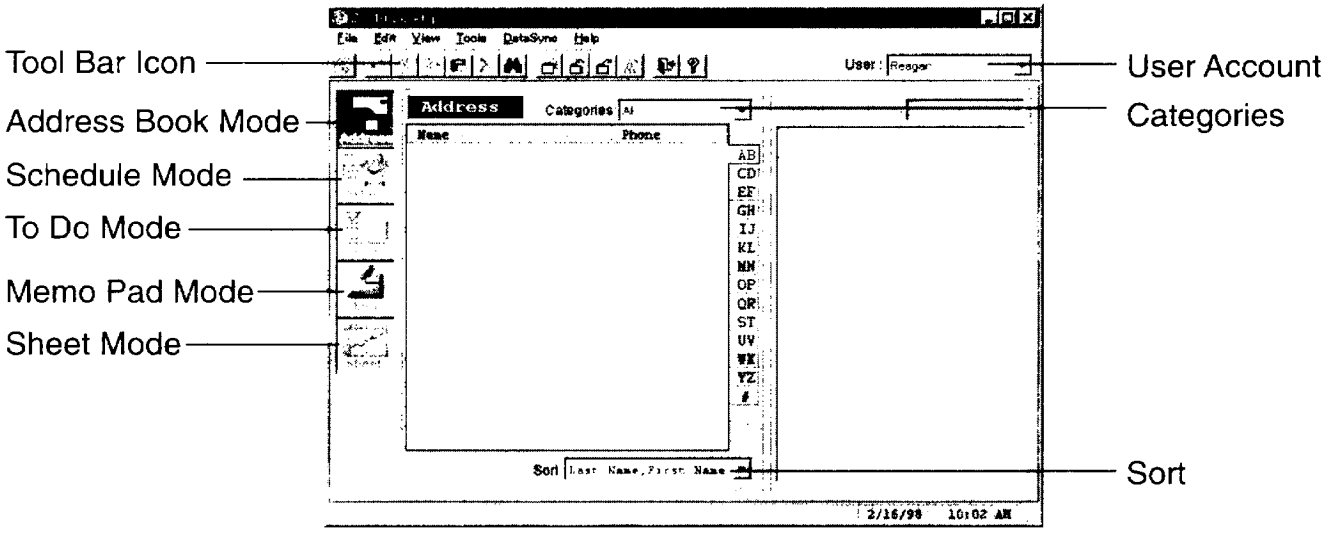
■ To exit ZX-10 Desktop Software

1. In the [File] menu of ZX-10 Desktop Software, click [Exit].
   - This command can also be executed by clicking the [Exit] icon in the tool bar.
2. Confirmation message appears asking if you really want to exit ZX-10 Desktop Software.
3. Click [OK] to exit ZX-10 Desktop Software or [Cancel] to abort the exit procedure.

Chapter 2 - Basic Operations

This Chapter describes the features and functions that are commonly used in ZX-10 Desktop Software.

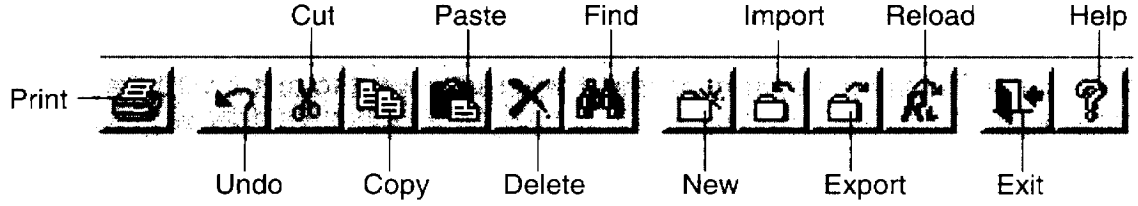
ZX-10 Desktop Software Window



Using the Tool Bar Commands

The tool bar provides you with instant access to often-used commands and functions. The tool bar is available regardless of the mode you are currently in.

The followings are descriptions of tool bar commands.
All of the tool functions can also be performed by executing a menu command.



■ **Print**
Click to print the active document in the current application.

■ **Undo**
Click to undo the previous operation.

■ **Cut**
Click to cut the current selection to the clipboard.

■ **Copy**
Click to copy the current selection to the clipboard.

■ **Paste**
Click to paste the clipboard contents to the current cursor location.

■ **Delete**
Click to delete the current selection.

■ **Find**
Click to display [Find] dialog.

■ **New**
Click to create a new blank file.

■ **Import**
Click to transfer the external file data or other application data to ZX-10 Desktop Software.

■ **Export**
Click to transfer the data in ZX-10 Desktop Software to the external file data or other applications.

■ **Reload**
Click to update the sheet data in ZX-10 Desktop Software linked to corresponding Microsoft Excel sheet.

■ **Exit**
Click to close the ZX-10 Desktop Software.

■ **Help**
Click to display help messages that helps you to accomplish your tasks.

Select All
Select all text in the active windows. This command is excuted by clicking the [Select All] in [Edit] menu.

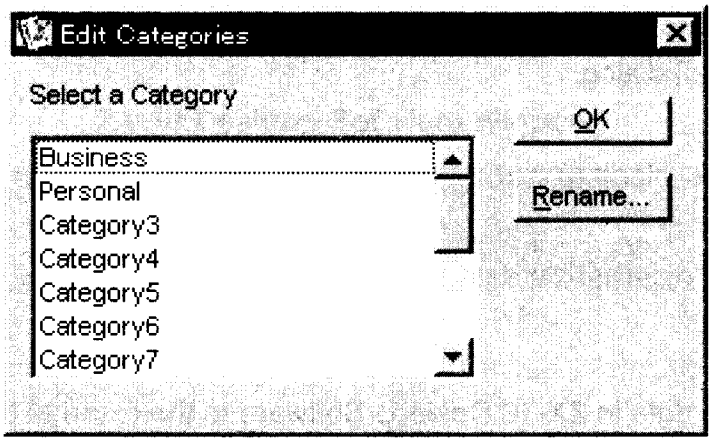
- Executing [Select All] while a record name is highlighted in the Address Book index list, the Memo list, or the Sheet index list causes all of the records in the list to be selected.
- Executing [Select All] while the cursor is located inside a text box selects all of the text box contents.

Using Categories
You can classify data according to categories for easier recall and management. There are 16 categories: one named "Unfiled" (fixed) and 15 others initially named "Category 1" through "Category 15." You can change the names of Category 1 through 15 to suit your specific data management needs.

- When displaying stored data, you can select a specific category for display, or you can display the data in all categories by selecting "All".
- Category 1 is preset to "business" and category 2 to "personal." However the settings can be changed.
- Categories are user-specific, which means they can be assigned names for each user account without affecting the category names of other user accounts.
- If you input data without assigning it to a category, it is automatically classified as "Unfiled." You can leave a record as "Unfiled" or change it to another category.
- See the data input procedures in the sections of this Owner's Manual that explain the Address Book, Memo Pad, Sheet Mode, and To Do Mode for details on assigning data to a category.

■ **To display the [Edit Categories] dialog**

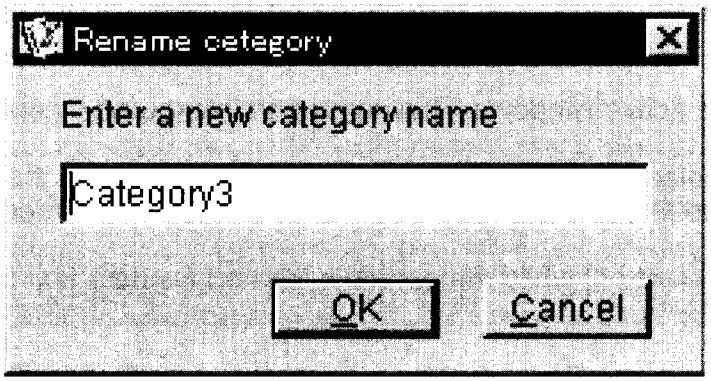
On the [Tools] menu, click [Categories] to display the [Edit Categories] dialog.



- You can also display the [Edit Categories] dialog by selecting the [Edit categories] item in the [Categories] drop-down list.
- [Edit Categories] is available in the Address Book, To Do, Memo Pad, and Sheet Mode.
- [Edit Categories] cannot be used in the Schedule mode.

■ **To change a category name**

1. In the [Edit Categories] dialog, click the category name you want to change (so it is highlighted) and then click [Rename].



2. Change the category name in the text box, and then click [OK] to return to the [Edit Categories] dialog.
   - A category name can be up to 16 characters long.
3. Click the [OK] button at [Edit Categories] dialog to confirm the change.
   - The name of the "All" and "Unfiled" category is fixed, and cannot be changed.

Entering a Mode

You enter Address Book, Schedule, To Do, Memo Pad and Sheet Mode by either clicking one of the Icon buttons stacked vertically on the left side of the ZX-10 Desktop Software window, or by executing one of the [View] menu's commands.

■ To enter a mode

To enter the mode:	Click icon button	or execute the "View" menu command:
Address Book Mode	[Address]	Address (F2)
Schedule Mode	[Sched]	Schedule (F3)
To Do Mode	[To Do]	To Do List (F4)
Memo Pad Mode	[Memo]	Memo (F5)
Sheet Mode	[Sheet]	Sheet (F6)

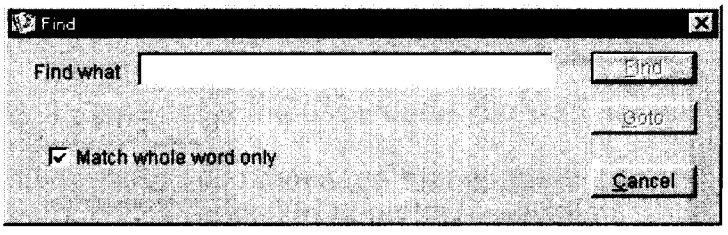
- All of the procedures in this Owner's Manual use the icon buttons on the left side of the screen to enter modes.

Searching for Data

The [Edit] menu [Find] command lets you quickly and easily find data that you want. This operation searches all modes to find matches for the text you specify.

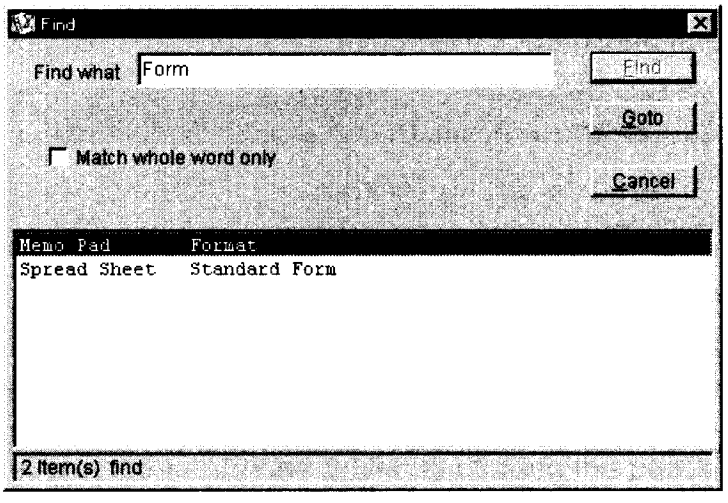
■ To search for data

1. On the [Edit] menu, click [Find] command..



- You can also display the [Find] dialog by clicking the tool bar's [Find] tool.

2. Input the text you want to search for in the [Find what] text box.
3. Check the [Match whole word only] option if you want to search only for exact matches of the text you specify.
   - Turning on this option and searching for "one", for example, will ignore such words as "Jones," "phone," etc. The software can distinguish between upper and lower case.
4. After all the settings are the way you want, click [Find] to actually start the search.



- A list appears at the bottom of the dialog showing each mode that contains the text you specified along with the matching text.
- If there is no match for the text you specified, the list is blank.

5. To go directly to any of the records in the list, double click it.
   - You can also go to a listed record by clicking it (which causes it to become highlighted) and then clicking [Goto].

Using User Account

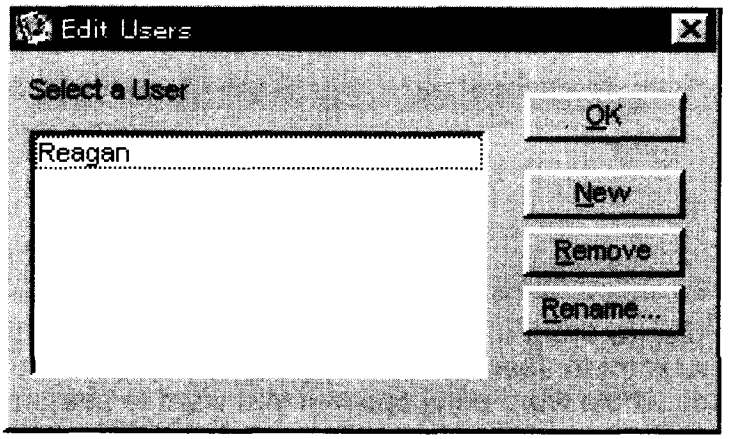
Multiple user accounts can be set up and more than one user can be used in the ZX-10 Desktop Software application to store data. Each account is kept separate from the other accounts, so there is no danger of the wrong data being used for a data synchronization operation with a ZX-10 unit.

The followings are the rules to govern the user accounts and to handle the data stored under them. Naming of user account follows standard windows rule in creating file name.

- Data cannot be transferred between users.
- Categories and sort specifications are user-specific.
- Deleting a user account also deletes all data stored under it.
- Two users with the same name cannot be created (no distinction between capital and non-capital letters).
- At least one user account must exist. If you delete the only user account in existence, you will be prompted to create a new user name.

■ To display the [Edit Users] dialog

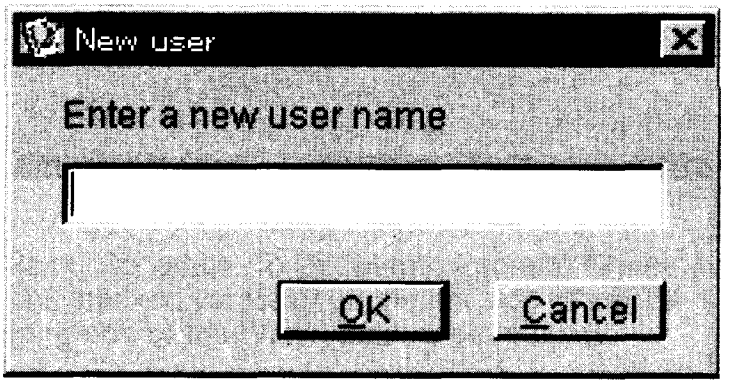
On the [Tools] menu, click [Users] to display the [Edit Users] dialog.



- You can also display the [Edit Users] dialog by selecting the [Edit Users] in the [User] drop-down list that appears in all modes.

■ To create a new user account

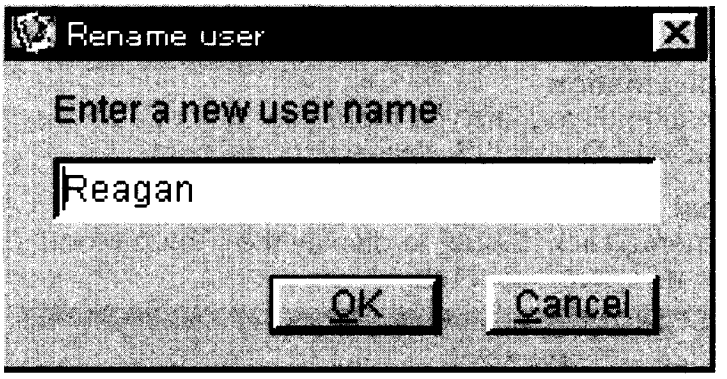
1. In the [Edit Users] dialog, click [New].



2. Input up to 16 characters for the name of the user account you want to create, and then click [OK] to return to the [Edit Users] dialog.

■ **To rename a user account**

1. In the [Edit Users] dialog, click the user name you want to change (so it is highlighted) and then click [Rename].



2. Change the user name in the text box, and then click [OK] to return to the [Edit Users] dialog.

■ **To delete a user account**

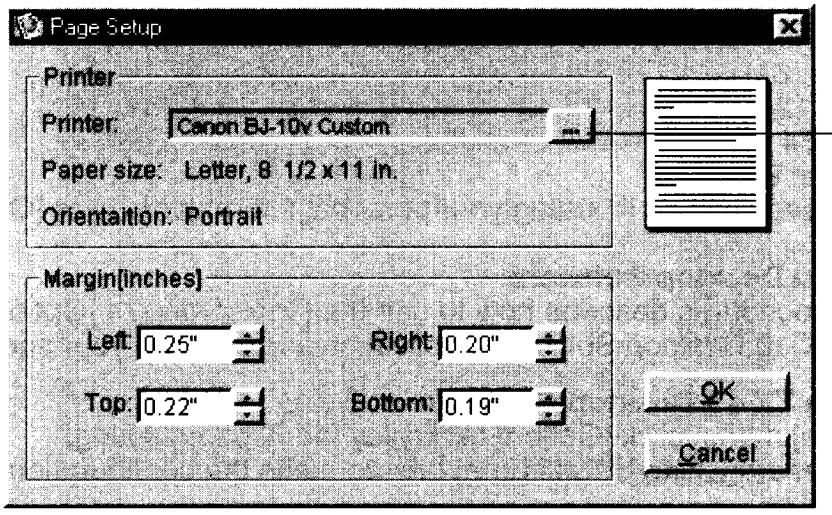
⚠**Important!**

- Deleting a user account also deletes all data stored under it.

1. In the [Edit Users] dialog, click the user name you want to delete (so it is highlighted) and then click [Remove].
2. In response to the confirmation message that appears, click [OK] to delete the selected user account or [Cancel] to abort the deletion.

Setting Up a Page for Printing

Executing the [File] menu's [Page Setup] command in any mode displays the dialog shown below, which you can use to set up the page for printing.



- The settings in the [Printer] area are made using the currently selected printer driver. You can change the printer driver by clicking the printer driver button to the right of the [Printer] text box.
- The settings in the [Margin] area show the margins (spaces between the edges of the paper and the printed text) at the top, bottom, left, and right of the page in inches. Assign using the (▲) and (▼) buttons. It cannot be entered directly.
- Click [OK] to register your settings or [Cancel] to close the [Page Setup] dialog without making any settings.
- You can perform only "Portrait" print out. "Landscape" print setting is not available.

Chapter 3 - Setup Preferences

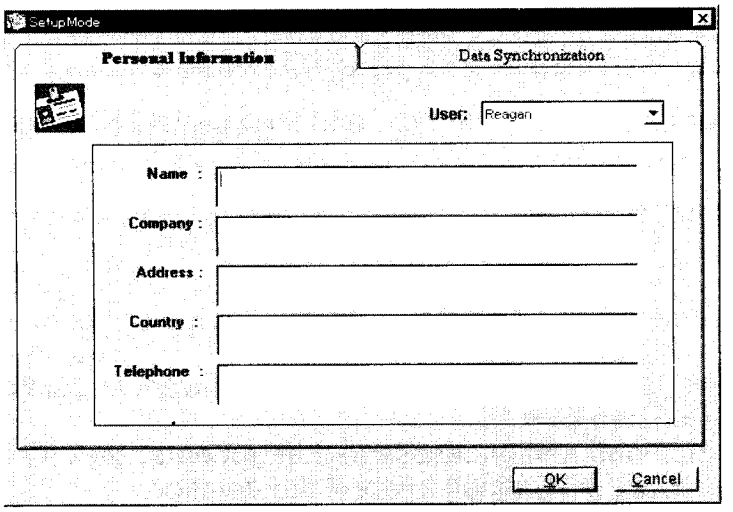
This chapter tells you how to select from among a number of different preferences that customize ZX-10 Desktop Software to your specific requirements.

Inputting Personal Information

The personal information dialog lets you input your name, address, and other information to personalize your ZX-10 Desktop Software user account.

■ To input personal information

1. On the [Tools] menu, click [Setup] to display the [Setup Mode] dialog.
2. Click the [Personal Information] tab.



3. Use the [User] drop-down list to specify the user for whom you want to input personal information.
4. Type in information for each of the fields.
   - The following shows how many characters can be input for each field.
     Name: 64
     Company: 64
     Address: 128
     Country: 64
     Telephone: 64
5. After you have finished inputting your personal information, click [OK] to save it.

Configuring ZX-10 Desktop Software

The following procedures describe how to use the [Tools] menu's [Option] command to configure the ZX-10 Desktop Software application according to your specific needs.

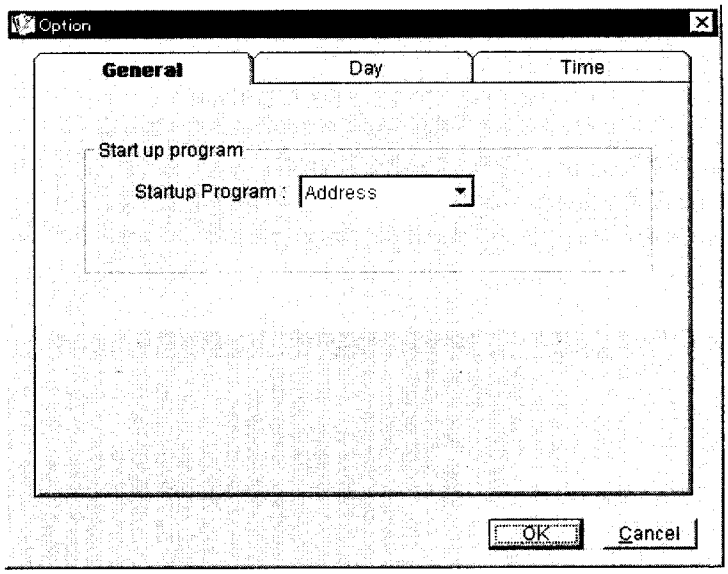
■ To configure ZX-10 Desktop Software

1. In the [Tools] menu, click [Option] to display the [Option] dialog.
2. Use the [General], [Day], and [Time] tabs to make the configuration settings you want.
3. After you have finished making your setting, click [OK] to register the settings or [Cancel] to close the [Option] dialog without changing anything.

Option Dialog Tabs

The following describes the settings that are available with each of the tabs of the [Option] dialog.

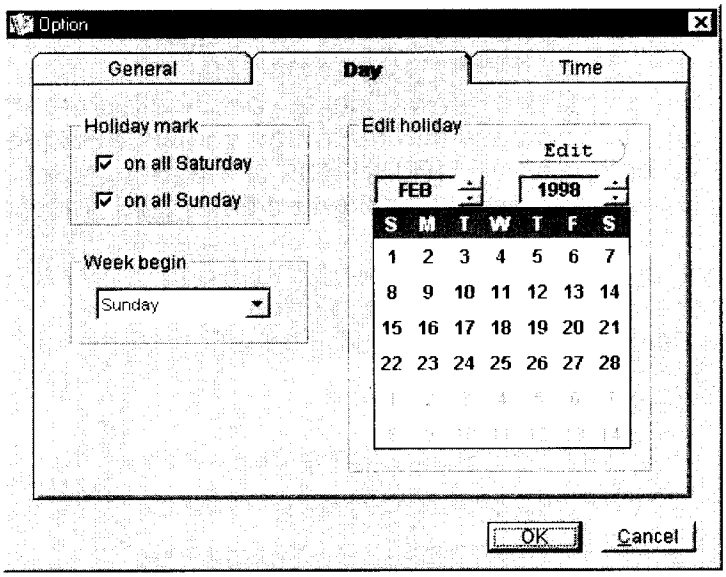
■ General



Startup Program

- Use this drop-down list to select the mode that you want to appear first each time you start up ZX-10 Desktop Software.
- You can select from Address (default), Schedule, To Do, Memo pad, or Sheet Mode.

■ Day



Holiday mark

- Click on the two checkboxes to toggle the available options on (checked) and off (unchecked).
- Turn on "on all Saturday" to change the color of all Saturday dates to red (Holiday).
- Turn on "on all Sunday" to change the color of all Sunday dates to red (Holiday).

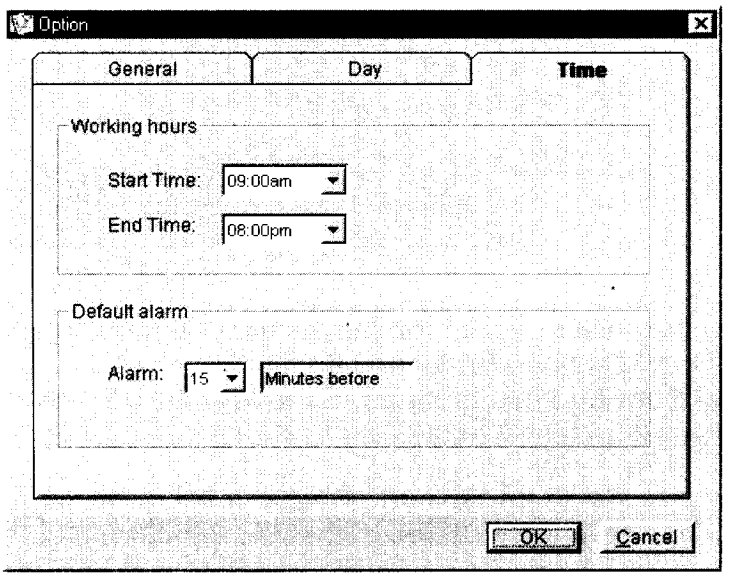
Week begin

- Use this drop-down list to specify either Sunday (Sunday - Saturday) or Monday (Monday - Sunday) as the starting day of the week.

Edit Holiday

- Click [Edit] to highlight it, and a box appears around the first day of the month of the currently displayed month.
- Click on any day in the calendar to toggle it between red (holiday) and black (working day).
- Click the ▲ and ▼ buttons next to the month field to scroll to another month.
- Click the ▲ and ▼ buttons next to the year field to scroll to another year.
- After you have finished, you can click [Edit] again to exit the holiday editing operation.

■ Time

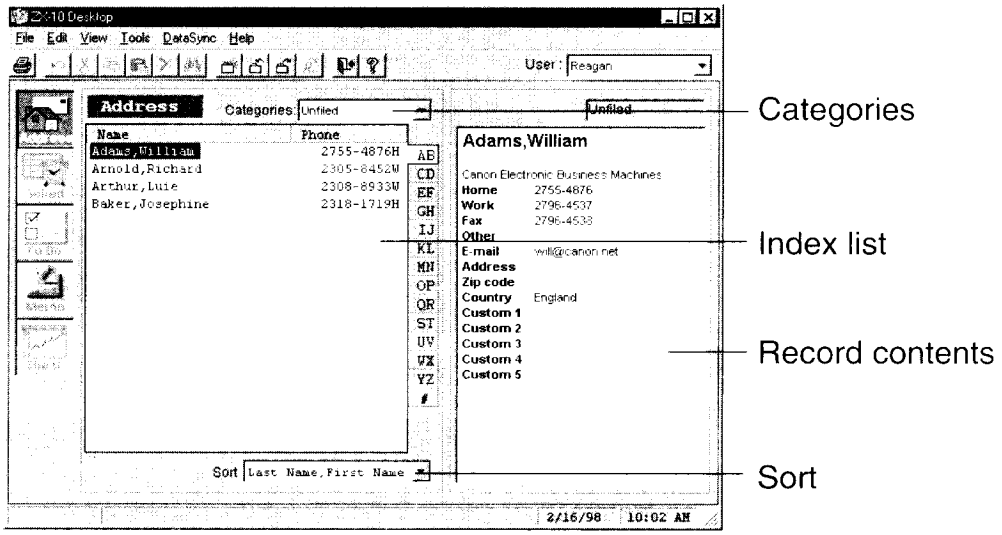


- Use the [Working hours] drop-down lists to specify the start time and end time of each working day. The hours within the range you set here are shaded with a different color in the [Daily] and [Busy] tabs of the [Schedule] mode. Note that the start time you set must come before the end time. Otherwise an error message appears.
- Use the [Default alarm] settings to specify how long before a Schedule Alarm should sound to remind you of the appointment.
- Select a value using the drop-down list. The unit of selection is minutes. Select a number from 0 to 60.

Chapter 4 - Address Book

The Address Book lets you keep track of all your contacts. To display the Address Book, click the [Address] icon on the left side of the ZX-10 Desktop Software window, or execute the [View] menu's [Address] command.

Address Book Screen

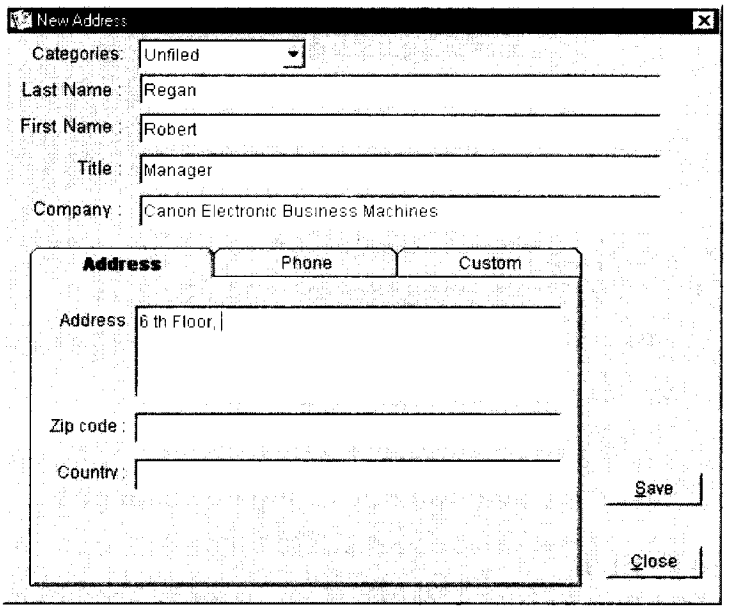


Inputting a New Address Book Record

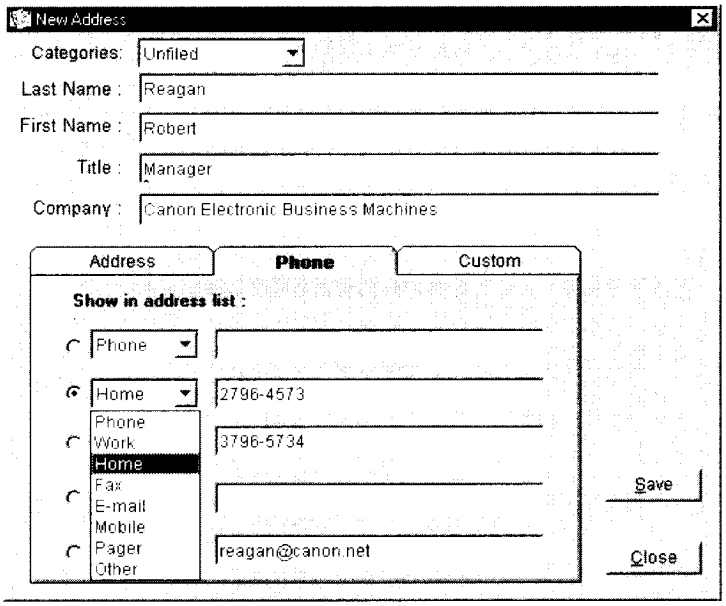
The following describes the general procedure for inputting new Address Book records.

■ To input a New Address Book record

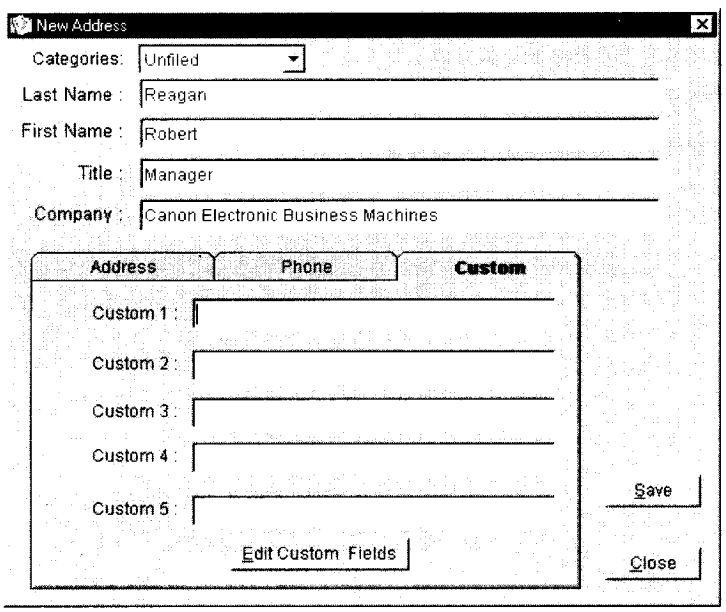
1. Click [Address] to display the Address Book screen.
2. On the [Edit] menu, click [New Address] to display the new record input dialog.



3. In the drop-down list at the top of the dialog, select the category to which you want to assign the record you are about to input.
4. Type in the last name, first name, title, and company name into the text boxes.
5. On the [Address] tab, type in the address, zip code, and country name.
6. Click the [Phone] tab to change to telephone field data input.



7. Use the drop-down list to assign a name to the telephone fields you want to use, and then type in the phone numbers.
8. Click the radio button to the left of the telephone field that you want to appear in the Address Book index list.
9. Click the [Custom] tab to change to custom field data input.



10. Type in the custom data you want for each field.
11. After inputting everything you want, click [Save] to save it.
    - Clicking [Save] leaves the [New Address] dialog open for more input.
    - Clicking [Close] closes the dialog without saving any changes.

Sorting the Index List Format

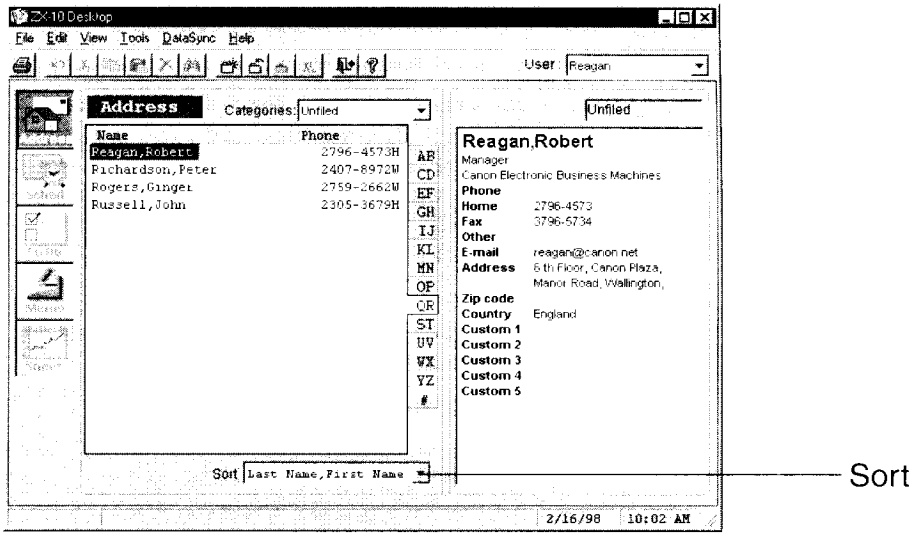
Use the following procedure to sort Address Book records according to the last name or the company name.

■ To sort the index list format

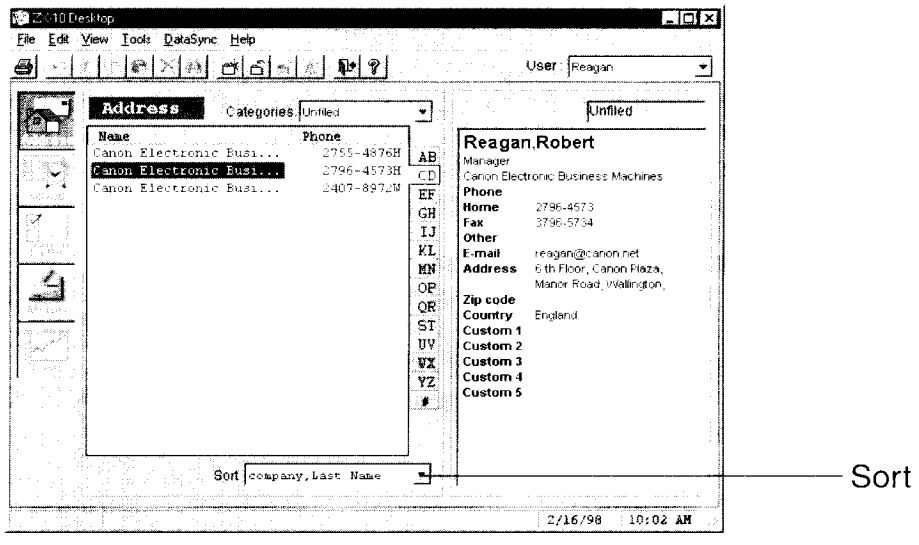
While the Address Book index list is on the display, use the [Sort] drop-down list to select the format you want to use.

- The following shows examples of each format.

Sort by Last Name, First Name



Sort by Company, Last Name



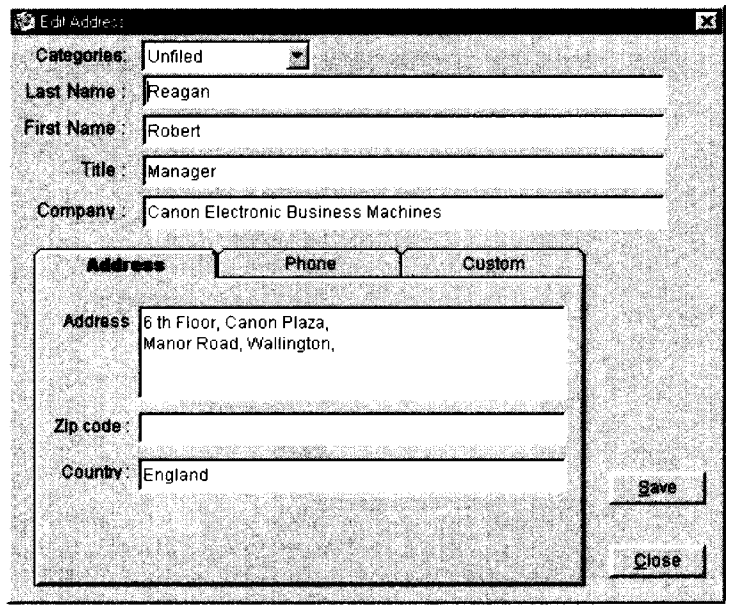
Editing Address Book Records

Use the following procedure when you want to change the contents of an existing record.

■ To display the [Edit Address] Dialog

You can use any one of following different procedures to display the [Edit Address] dialog.

- In the index list, double-click the name of the record you want to edit.
- In the record contents area, double-click anywhere on the contents of the record you want to edit.
- In the index list, click the name of the record you want to edit to highlight it, and then click the [Edit] menu's [Edit Address] command.



■ To edit an Address Book record

1. Display the [Edit Address] dialog for the record you want to edit.
2. Make any changes in the record you want.
3. After you have finished editing the record, click [Save] to save it.
   Click [Close] to close the [Edit Address] dialog without saving any changes.

Deleting an Address Book Record

The following procedure lets you delete a single record from the Address Book.

■ To delete an Address Book record

1. In the Address Book index list, click the name of the record you want to delete to highlight it.
2. On the [Edit] menu, click [Delete Address].
3. In response to the confirmation message that appears, click [OK] to delete the record or [Cancel] to abort the deletion.

Using Address Book Categories

You can group your Address Book records according to categories to make it easier to manage your records. The following procedures describe how to assign a category to a record as you are inputting or editing it.

- Inputting a new record without specifying a category will automatically assign it to the "Unfiled" category.

■ To select a category to an Address Book record

While inputting New Address Book record or editing an existing record, use the [Categories] drop-down list to select the category that you want to assign to it.

■ To select a category for Address List

In the index list, use the [Categories] drop-down list to select the category whose records you want to show.

Naming Telephone Number Fields

You can select from a number of names for each of the telephone number fields in a record.

■ **To name telephone number fields**

On the [Phone] tab while inputting a new Address Book record or editing an existing record, use the drop-down lists at the left side of the telephone number fields to select a name for the field.

- You can assign different names to each field or you can use the same name for more than one field.
- The telephone number field names you assign are applied to the record you are inputting or editing only. They do not affect the telephone number field names of other records.

Selecting the Index List Telephone Number

Use the following procedure to specify which of the record's telephone numbers should be displayed in the Address Book index list.

■ **To select the index list telephone number**

On the [Phone] tab while inputting a new record or editing an existing record, click the radio button at the left side of the telephone number field name you want to specify as the index list telephone number.

Phone Number Type Indicators

Phone numbers that appear in the Address Book index list are followed by one-letter ID code that indicates phone number type. The following table shows the ID codes and their meanings.

ID Code	Phone Number Type
P	Phone
W	Work
H	Home
F	Fax
E	E-mail
M	Mobile Phone
P	Pager
O	Other

Custom Fields

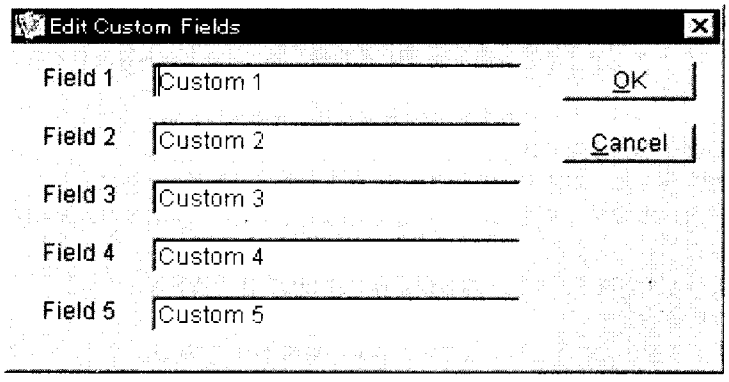
In addition to the name, address and other preset fields, you also get five "custom fields" (named Custom 1 through Custom 5) that you can rename to suit the type of data you want to input. You can use these fields to keep track of a person's hobbies, date of birth, or other information.

The following procedure describes how to change the names of the custom fields.

- The names you assign to custom fields are applied to only to the record you are inputting or editing.

■ **To change custom field names**

1. While inputting a new record or editing an existing record, click the [Custom] tab.
2. Click [Edit Custom Fields] to display [Edit Custom Fields] dialog.



3. Change one or more of the default custom field names to the names you want to use.
   - Custom field names can be input up to 12 characters long.
4. After finishing your entry, click [OK] to save it.

Importing Address Book Records

You can import data from a Microsoft Outlook 97 file or any text file with extensions .txt or .csv.

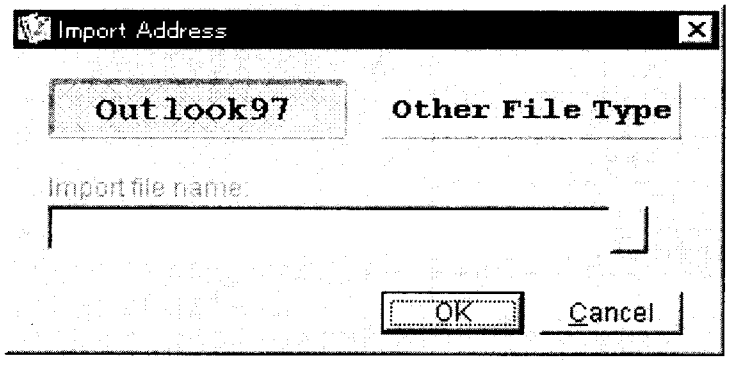
- See "Import Data Conventions" of Address Book on page 136 for details on import data conventation.

Field Mapping

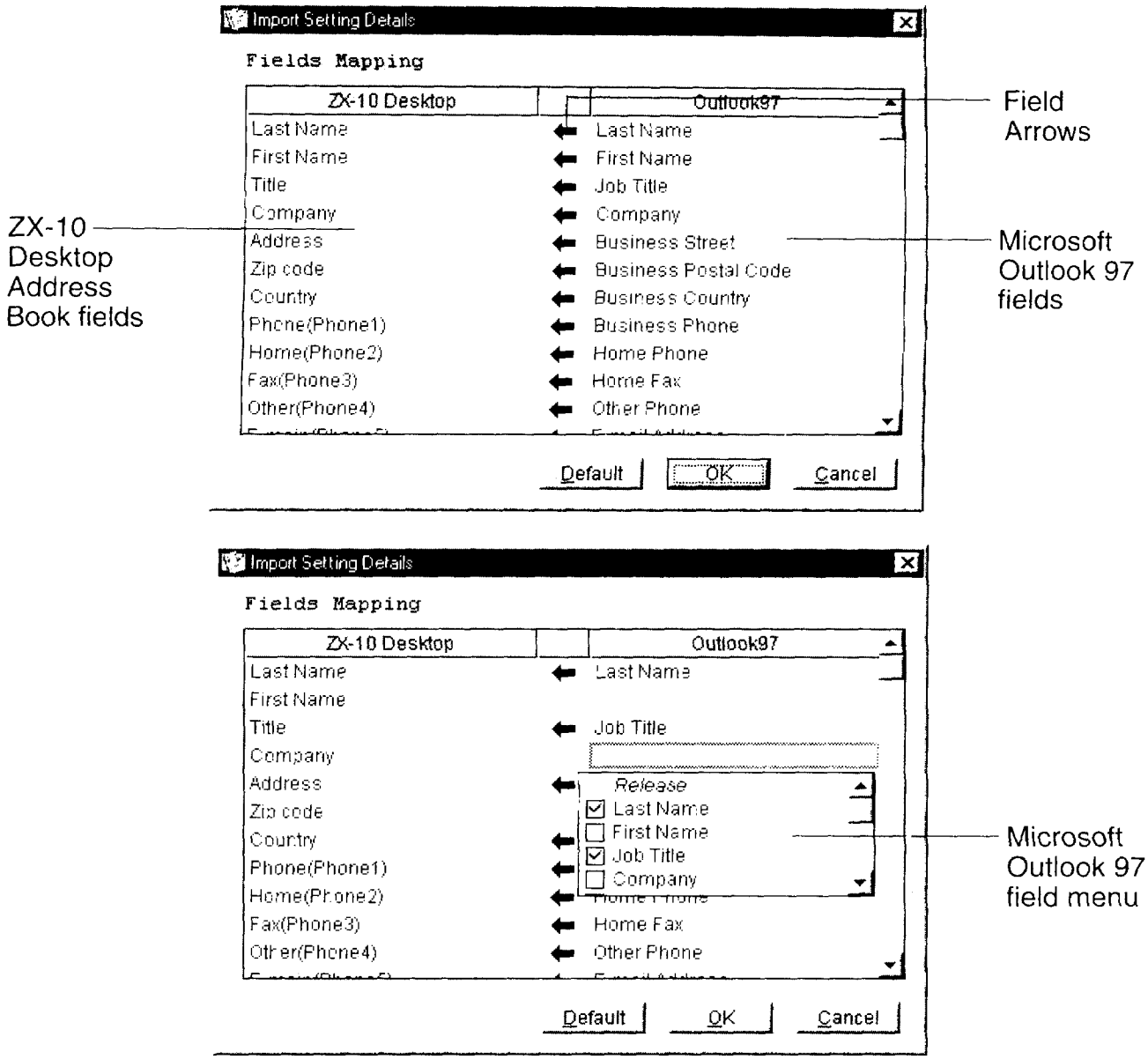
The term "Field Mapping" refers to matching ZX-10 Desktop Software fields with fields in a Microsoft Outlook 97 or text file when you are importing data. The appearance of the dialog, which is used for mapping fields, depends on whether you are importing Microsoft Outlook 97 data or text file data.

■ To import Address Book data from Microsoft Outlook 97

1. On the [File] menu, click [Import] to display the Import Address dialog.



2. Click [Outlook 97] and then click [OK].
3. In the dialog that appears, select which Microsoft Outlook 97 fields you want to import and specify to which Address Book fields the data should be assigned.

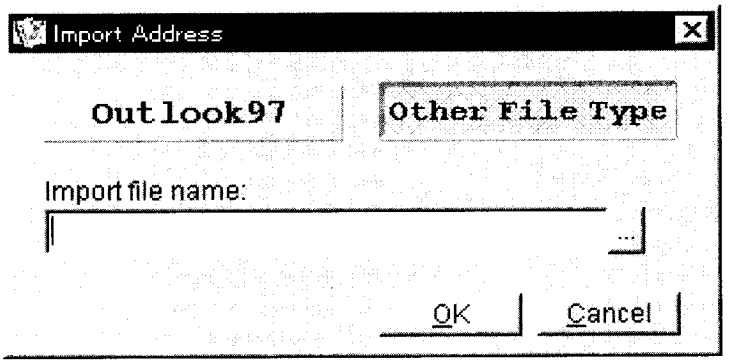


- The arrows indicate which Microsoft Outlook 97 fields will be imported, and the ZX-10 Address Book fields to which the data will be assigned. If Microsoft Outlook 97 contains fields for which there is no corresponding Address Book field, the arrow will not be displayed, leaving Microsoft Outlook 97 field blank in field Mapping.
- Double-clicking a cell in the arrow column toggles the arrow display on (import) and off (no import). Note that you must have at least one arrow turned on when you click [OK] on this dialog box.
- You can select a field to be assigned from Microsoft Outlook 97 by using a field menu. Use the right button of your mouse to click anywhere on the Microsoft Outlook 97 field name list to open a menu of fields. Next, use the mouse to tick the checkbox next to a field name in the menu to assign a field in Microsoft Outlook 97 or leave the checkbox blank.

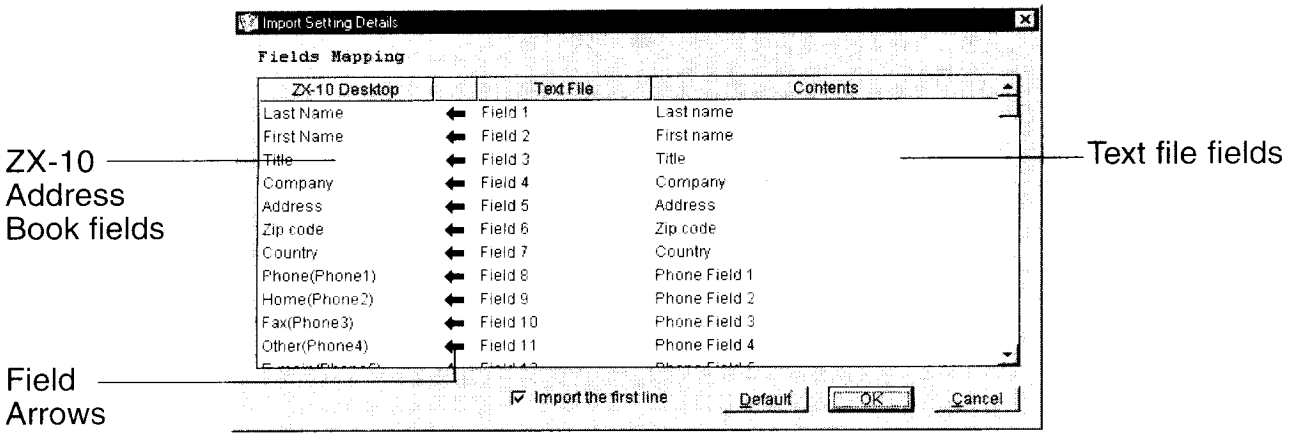
4. After you have finished making the settings you want, click [OK] to start the import or [Cancel] to close the dialog box without importing anything.
   - Clicking [Default] returns the field mapping to its initial default settings.

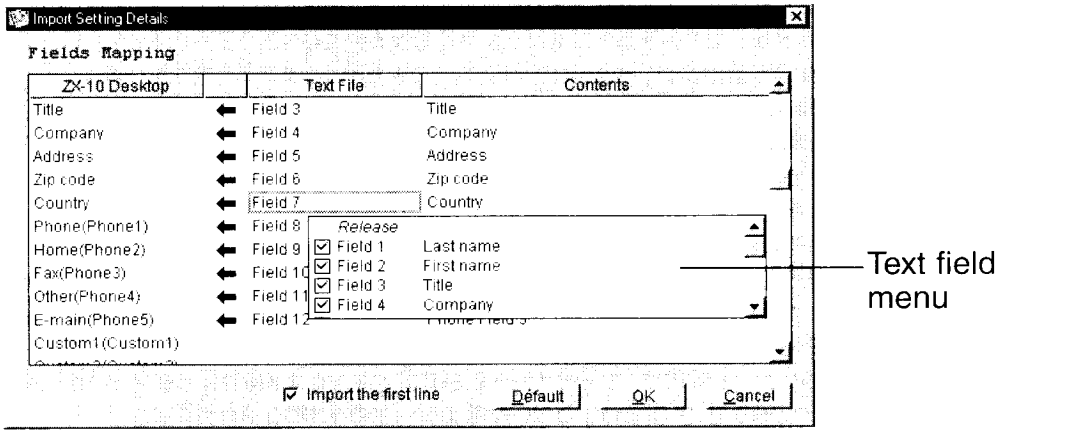
■ To import Address Book data from a text file

1. On the [File] menu, click [Import] to display the [Import Address] dialog.



2. Click [Other File Type].
3. Specify the path to the file whose contents you want to import.
   - You can directly type in the path or you can click the ... button to the right of the <Import file name> text box to open an [Import File Name] dialog. Operation of the [Import File Name] dialog follows standard Windows conventions for file selection.
   - You can only select a file that has either of the following two extensions: .txt or .csv.
4. Click [Open] to return to the [Import Address] menu. After checking the file name, click [OK].
5. In the [Import Setting Details] dialog that appears, select which fields you want to import and specify to which Address Book fields the data should be assigned.





- Initially, text file fields are assigned sequentially starting from Field 1.
- The arrows indicate which text file fields will be imported, and the Address Book fields to which the data will be assigned.
- Double-clicking a cell in the arrow column toggles the arrow display on (import) and off (no import). Note that you must have at least one arrow turned on when you click [OK] on this dialog box.
- You can select a field to be assigned from the text file by using a field menu. Use the right button of your mouse to click anywhere on the Text File field name list to open a menu. Next, use the mouse to tick the checkbox next to a field name in the menu to assign a field in the text file or leave the checkbox blank.
- In some files, the first line contains title or other information. You can discard the first line of a text file to be imported by clicking the [Import the first line] checkbox to uncheck it.

6. After you have finished making the settings you want, click [OK] to start the import or [Cancel] to close the dialog box without importing anything.
   - Clicking [Default] returns the field mapping to its initial default settings.

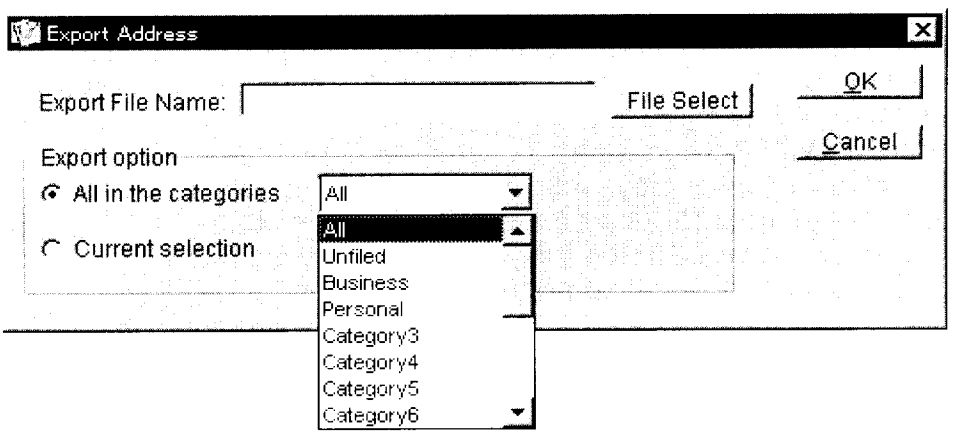
Exporting Address Book Data

Use the following procedure to export Address Book data to a file.

- See "Export Data Conventions" for Address Book on page 139 for details on export data conventions.

■ To export Address Book data

1. On the [File] menu, click [Export] to display the [Export Address] dialog.



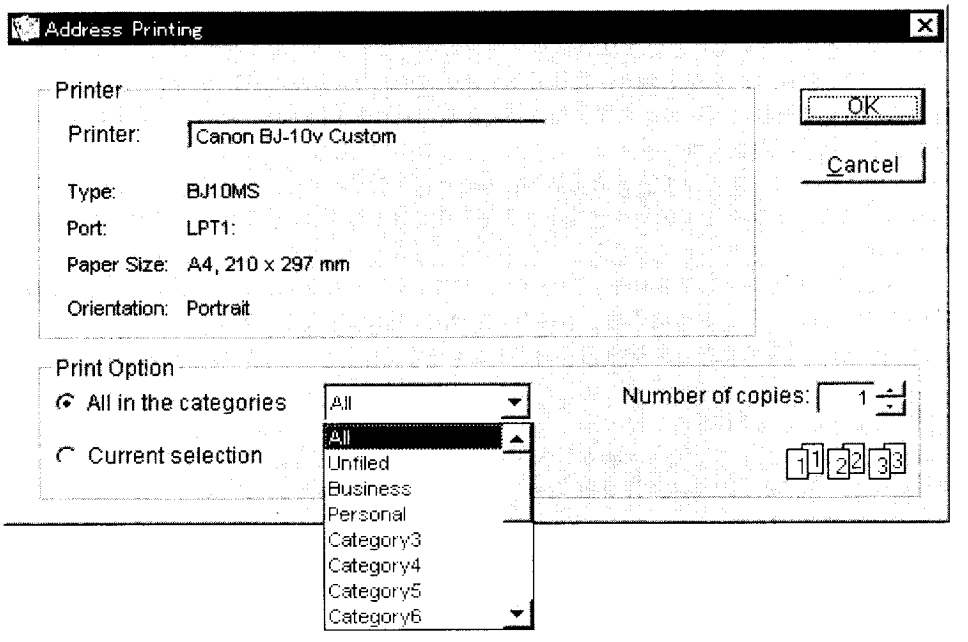
2. Click a radio button to specify the export option you want to use.
   - Select [All in the categories] to export all data in a specific category. Use the drop-down list to specify the category. Selecting [All] exports all Address Book data.
   - Select [Current selection] to export only the data in the record that was selected in the Address Book screen when you executed the [Export] command.
3. Specify the path and file name where you want to save the file.
   - You can directly type in the path or you can click the [File Select] button to the right of the <Export File Name> text box to open an [Export File Name] dialog. Operation of the [Export File Name] dialog follows standard Windows conventions.
   - You can only select either of the following two extensions for the file: .txt or csv.
   - Assign a file name.
4. Click [Save] to return to [Export Address] dialog.
5. Click [OK] to export the data to the file you specified or [Cancel] to abort the operation.

Printing Address Book Data

Use the following procedure to output Address Book data on your computer's printer.

■ To print Address Book data

1. On the [File] menu, click [Print] to display the Print dialog.



2. Click a radio button to specify the print option you want to use.
   - Select [All in the Categories] to print all data in a specific category. Use the drop-down list to specify the category. Selecting [All] prints all Address Book data.
   - Select [Current Selection] to print only the data in the record that was selected in the Address Book screen when you executed the [Print] command.
3. In the [Number of copies] box, specify the number of copies you want to print.
   - Change the value by clicking on the arrow buttons ▲ or ▼ next to the text box.
   - You can specify a value in the range of 1 to 50.
4. Click [OK] to print or [Cancel] to abort the operation.

Chapter 5 - Schedule

The Schedule Mode helps to keep you on time all the time. In addition to daily, weekly, and monthly views of your appointments, you can also set alarms to alert you for upcoming events.
To enter the Schedule Mode, click the [Sched] icon on the left side of the ZX-10 Desktop Software window, or execute the [View] menu's [Schedule] command.

Schedule Screen

The Schedule Mode screen consists of four tabs: [Daily], [Weekly], [Monthly], and [Busy]. Each tab shows the same Schedule data from a different chronological perspective. Each of the following sections describes how you can input and recall data using each of the Schedule Mode tabs.

Event Types

There are basically two types of events that can be stored in the Schedule Mode: timed events and untimed events. An event's type determines how it is displayed in each of the Schedule Mode tabs.

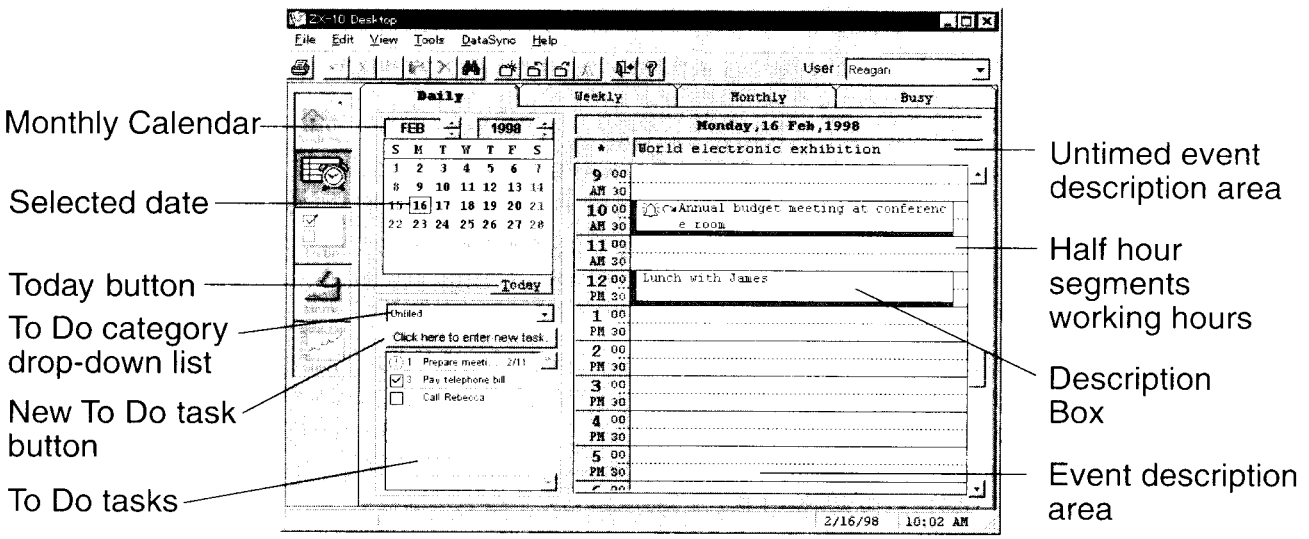
■ Timed Event

A timed event is the one for which a start time and end time are specified.

■ Untimed Event

An untimed event is the one that does not have a start time and end time. An untimed event is normally indicated by an asterisk (*).

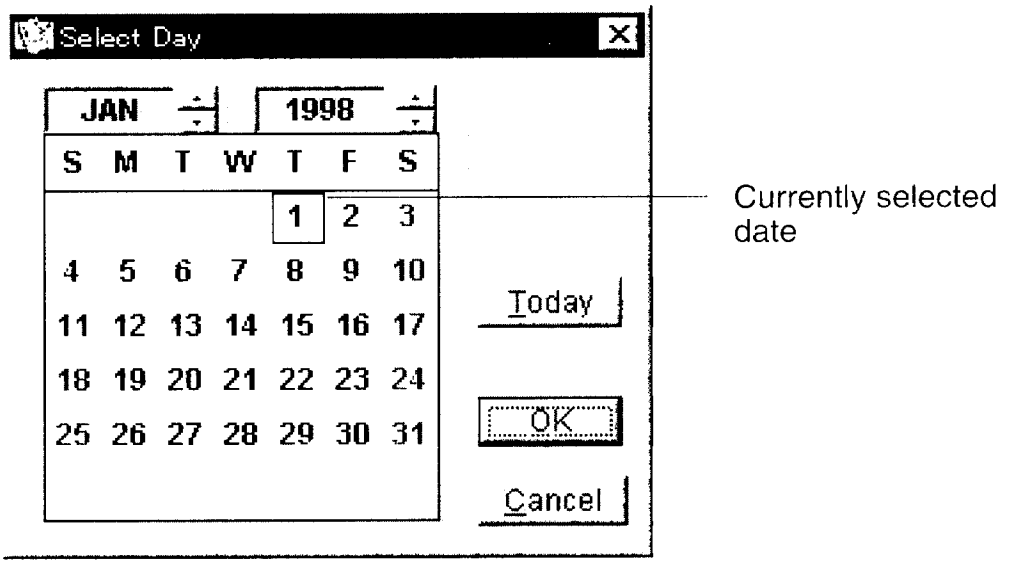
Using the Daily Tab



- The [Daily] tab initially appears whenever you enter the Schedule Mode.

Selecting a Date

Use the monthly calendar to select event date for input or recall of an event.



- Click the ▲ and ▼ buttons to the right of the month and year specification to change the settings and display the applicable calendar.
- Double-click on a date inside the calendar to select it.
- Click [Today] to jump to the current date as kept by the computer's clock.

Displaying the [New Event] Dialog to Input a New Event

Use the [New Event] dialog to input a new Schedule event. There are a number of different ways you can use to open the [New Event] dialog, and the method you use determines the initial time settings in the dialog.

■ To display the [New Event] dialog without specifying a time

1. Use the calendar to display the date for which you want to input a new event.
2. On the [Edit] command, click [New Event].
   - The initial time settings in the [New Event] dialog that appears starts with the working day start time and ends one hour from the working day start time if time is not specified in event description area.
3. Type in the event data.
4. Click [OK] to save the data or [Cancel] to abort the registration.

■ To display the [New Event] dialog for a specific half hour segment

1. Use the calendar to display the date for which you want to input a new event.
2. In the event description area, double-click the half hour segment you want to enter.
   - The initial time settings in the [New Event] dialog that appears match those of the half hour segment you selected.
3. Type in the event data.
4. Click [OK] to save the data or [Cancel] to abort the registration.

■ To display the [New Event] dialog for a specific time frame

1. Use the calendar to display the date for which you want to input a new event.
2. In the event description area, click the half hour segment that is at one extreme (either the beginning or the end) of the time frame you want to select.
3. While holding down the [Shift] key on your computer's keyboard, double-click on the half hour segment that is at the other extreme of the time frame.
   - The initial time settings in the [New Event] dialog that appears match those of the half hour segments you selected.
4. Type in the event data.
5. Click [OK] to save the data or [Cancel] to abort the registration.

Description Boxes

A description box is displayed for each timed event in the event description area of the [Daily] tab. The following describes the rules and conventions for description boxes.

- Description boxes are shown for timed events only. The descriptions of untimed events appear in the untimed event box above the event description area.
- The left side and bottom borders of description boxes are normally dark green. Selecting a description box by clicking causes the green border to change color to light blue.
- The top of a description box is located at the approximate start time of the event, while the bottom of the box is at the end time.
- Normally a description box is as wide as the event description area. When more than one event is scheduled within the same time frame, all of the applicable description boxes are automatically resized to fit.
- A description box shows as much of the event's description as possible to fit inside the box. If you want to view the full description of an event, double-click its description box to display the [Edit Event] dialog.
- You can only display up to 10 events in the same time frame for the daily view.

Viewing Untimed Events

Use the untimed event box above the event description area to view the descriptions of all untimed events stored for the currently selected date.

■ To view untimed event descriptions

Use the calendar to display the date that contains the description of the untimed event you want to view.

- The descriptions of any untimed events that are stored for the date you select appear in the untimed event box.
- If the date has more than one untimed event, ▲ and ▼ arrows appear to the right of the untimed event box. Click these arrows to scroll up and down through the untimed events.
- The untimed event box shows as much description text as possible to fit inside the box. To view the complete text, double-click the description in the untimed event box to display the [Edit Event] dialog.

Editing Existing Events

You can use the [Edit Event] dialog to edit the contents of an existing Schedule event data. You can also resize an event's description box or drag it to another location in the event description area.

■ To edit the contents of an existing event data

1. Use the calendar to display the date that contains the event you want to edit.
2. In the event description area, double-click the description box of the event.
   - If you are editing an untimed event, double-click the description box of the untimed event.
   - You can also click on the description box of the event to select it and then execute the [Edit] menu's [Edit Event] dialog box.
3. Make any changes in the data you want.
4. Click [OK] to confirm or [Cancel] to abort the change.

■ To resize an event's description box

1. Use the calendar to display the date that contains the event you want to resize.
2. In the event description area, click the description box of the event you want to resize.
3. With the mouse, move the pointer to the bottom line of the event's description box, until it changes to a resizing tool (arrows pointing up and down).
4. Holding down your mouse button, drag the bottom of the description box up (to make it smaller) or down (to make it larger).

5. When the description box is the size you want, release the mouse button.
   - If an entry is repeat event, you cannot change the date, time, alarm, etc. Correction of repeat data applies to the description items only. Thus, you cannot change the time by Drag & Drop size adjustment.

■ To move an event's description box

1. Use the calendar to display the date that contains the event you want to move.
2. In the event description area, move the pointer to the description box of the event you want to move.
3. Holding down your mouse button, drag the description box to its new location within the same date.
4. When the description box is at the location you want, release the mouse button.

Deleting an Event

Use the following procedure to delete an event from the [Daily] tab.

■ To delete an event

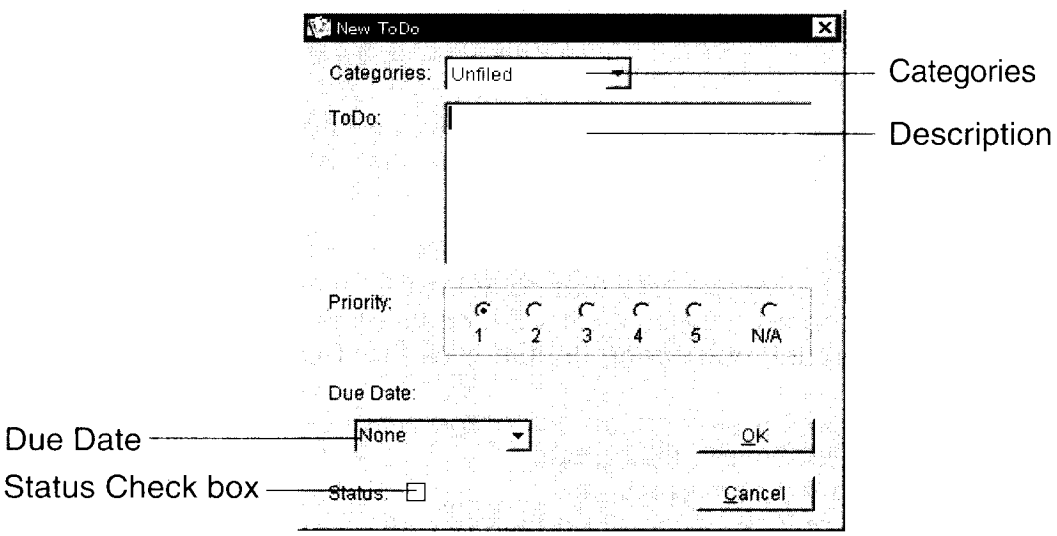
1. Use the calendar to display the date that contains the event you want to delete.
2. Click the description of the event to select it.
   - You can click the description box of timed event or the description of untimed event.
3. On the [Edit] menu, click [Delete Event].
4. In response to the confirmation message that appears, click [OK] to remove the event or [Cancel] to abort the operation without deleting anything.

To Do List

The following procedures describe how to create a new To Do list task on the [Daily] tab, how to check To Do list tasks, and how to specify the contents of the To Do list. Note, that you must enter the To Do Mode in order to edit or delete To Do list tasks.

■ To create a new To Do list task on the [Daily] tab

1. On the [Daily] tab, click the button marked [Click here to enter new task].



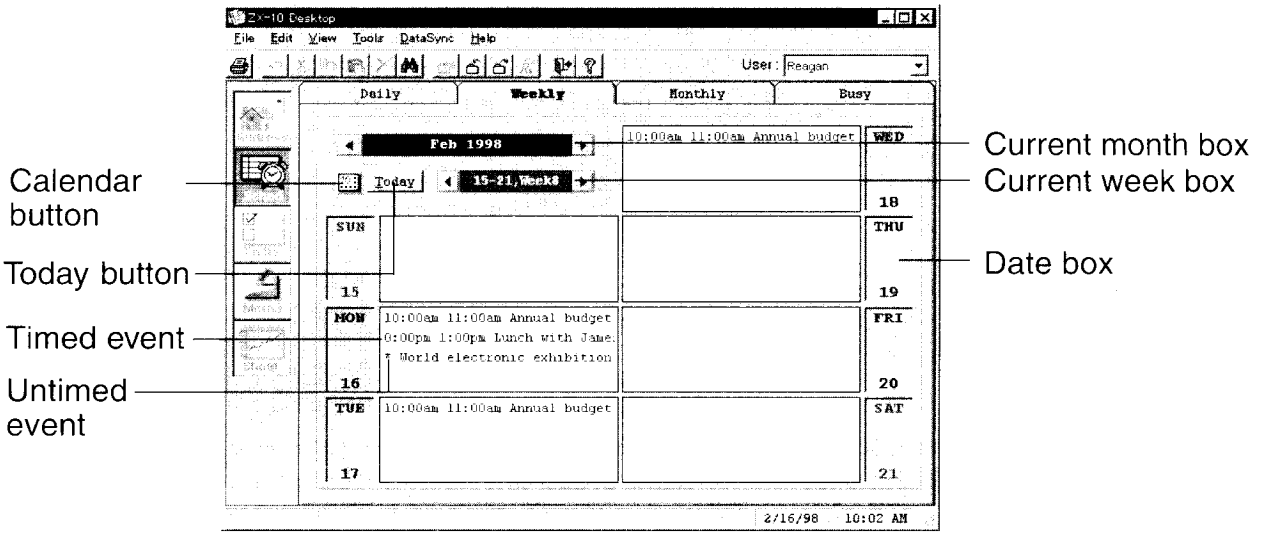
2. Use the procedures under "Inputting a New To Do List Task" on page 112 to input the data for the To Do task.
   - All To Do tasks, whether created on the [Daily] tab or the To Do Mode, appear in both the list of To Do tasks of the [Daily] tab and the To Do Mode's list of tasks.

■ To check To Do list items on the [Daily] tab

On the [Daily] tab, click the checkbox to the left of the item you want to check to show that the task is completed.

■ **To select the To Do list category**
On the [Daily] tab, use the To Do category drop-down list to select a category. Only the To Do tasks assigned the category you select are shown in the [Daily] tab's To Do list.

Using the Weekly Tab



- The [Weekly] tab provides you with an overview of all your appointments for a full week.
- Double-clicking a date box changes to the [Daily] tab for that date.

Jumping to a Specific Week

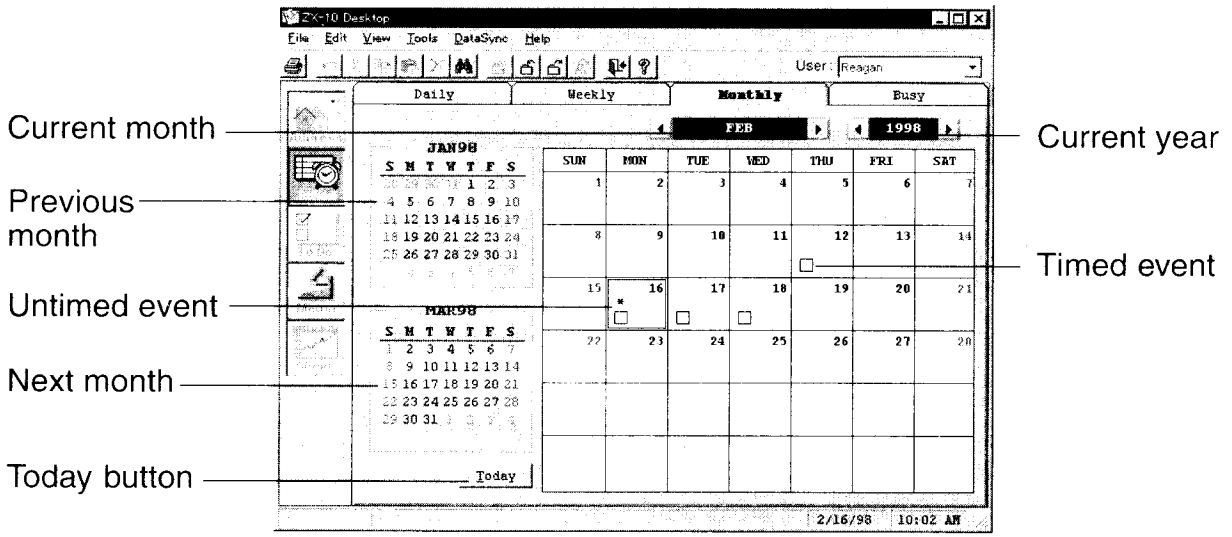
You can use any one of the following procedures to jump to a specific week and view the events scheduled for that week.

■ **To jump to a specific week**
Click the ◄ and ► arrow buttons on either side of the current week box and current month box to scroll forward and back.

■ **To jump to a week that contains a specific date**
Click calendar button and select a date. Click [OK] in [Select Day] dialog to display the week that contains the date you select.

■ **To jump to the week that contains the current date**
Click [Today] to jump to the week that contains the current date as kept by your computer's clock.

Using the Monthly Tab



- This tab shows dates in a specific month for which events are scheduled.
- Double-clicking a date changes to the [Daily] tab for that date.

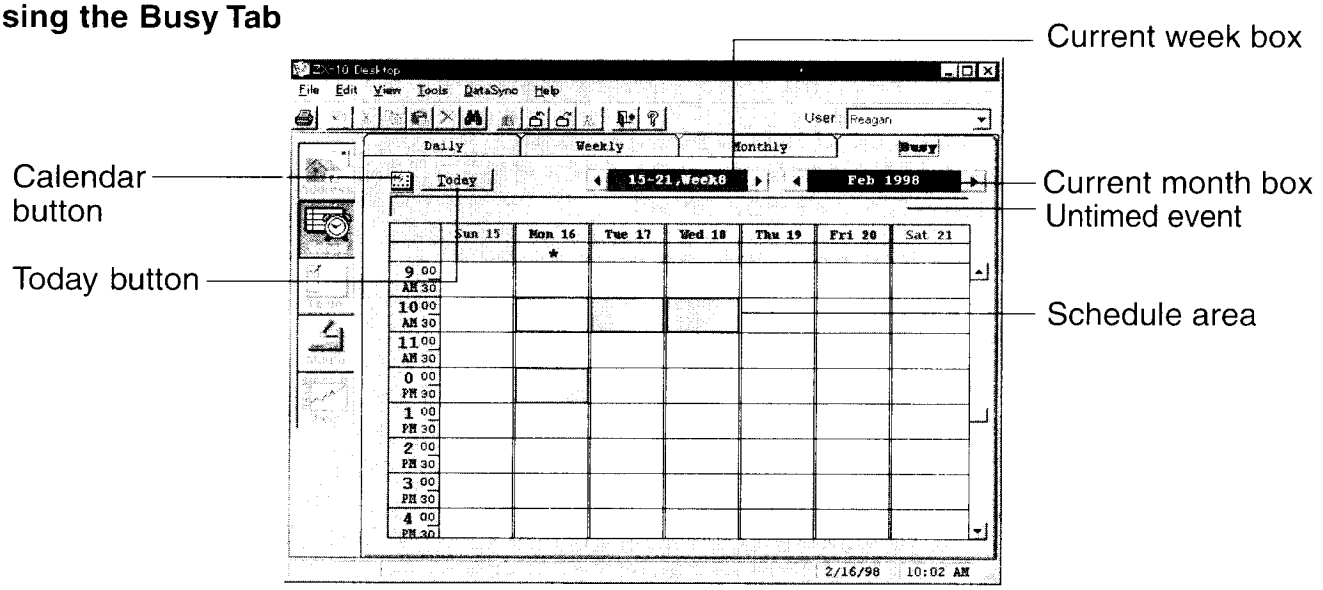
Jumping to a Specific Month

Use the following procedure to jump to a specific month.

■ To jump to a specific month

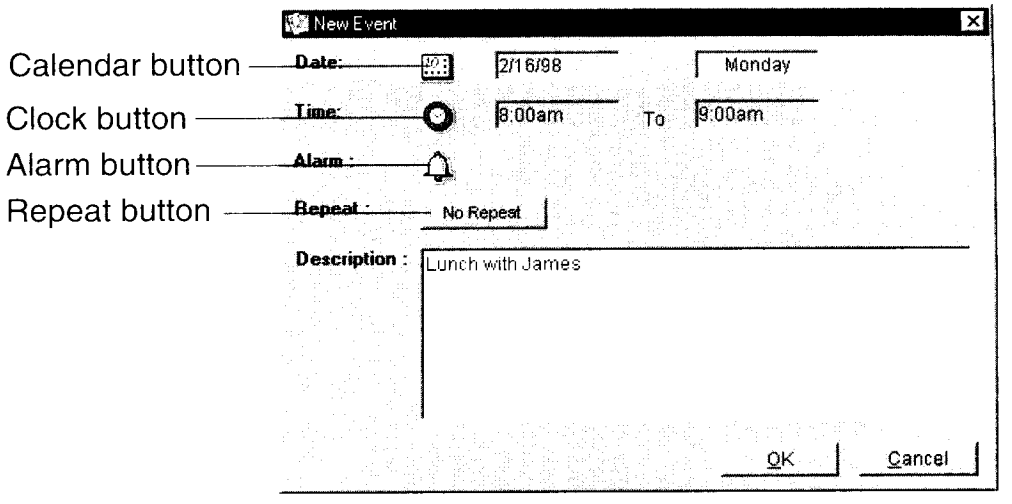
- Click the ◄ and ► arrow buttons on either side of the current month box and current year box to scroll forward and back.
- Click the [Today] button to jump to the month that contains current date as kept by your computer's clock.

Using the Busy Tab



- This provides an overall view of your schedule for a specific week.
- Double-clicking inside a date changes to the [Daily] tab for that date.

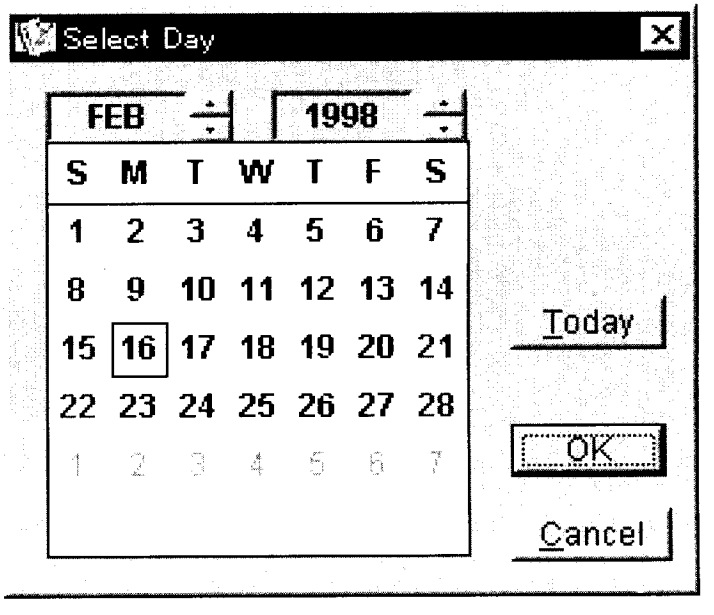
Using the [New Event] / [Edit Event] Dialog



- The following procedures describe how to use the [New Event] / [Edit Event] dialog to input and edit data. After you make the settings you want, click [OK] to register them. Clicking [Cancel] closes the [New Event] / [Edit Event] dialog without registering anything.

■ To select the date of the event

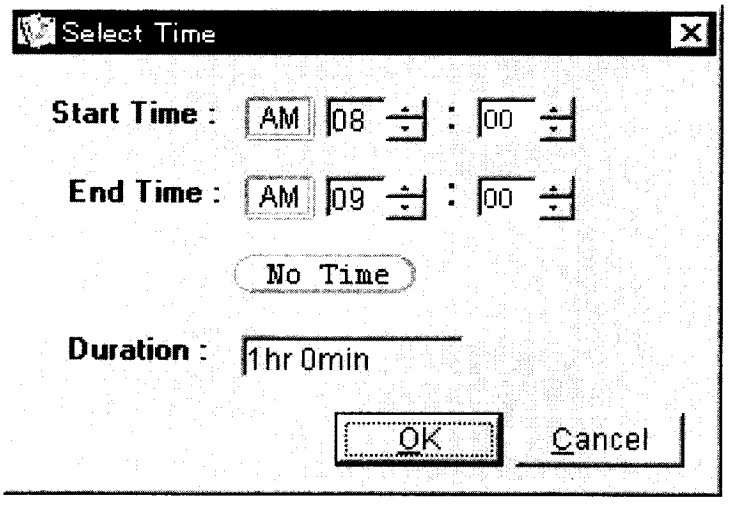
1. On the [New Event] / [Edit Event] dialog, click the Calendar button to display the [Select Day] dialog.



2. After selecting the date, click the [Select Day] dialog's [OK] button to return to the [New Event] / [Edit Event] dialog.

■ **To specify the start time and end time of the event**

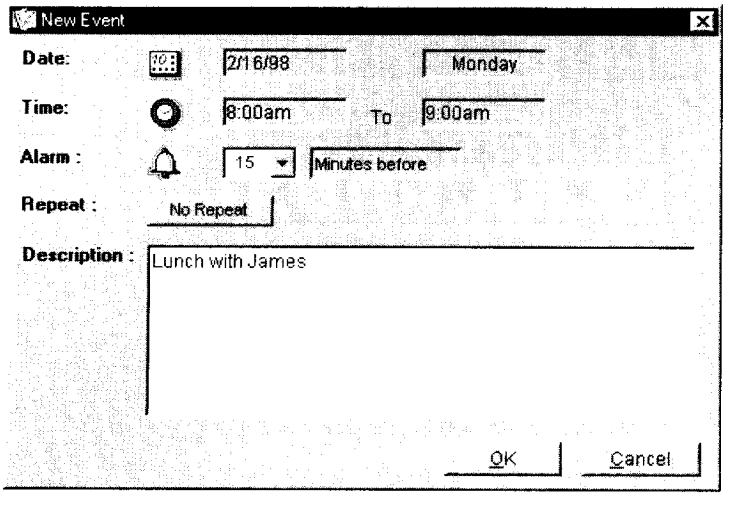
1. On the [New Event] / [Edit Event] dialog, click the Time button to display the [Select Time] dialog.



2. After specifying the times, click the [Select Time] dialog's [OK] button to return to the [New Event] / [Edit Event] dialog.

■ **To set an alarm**

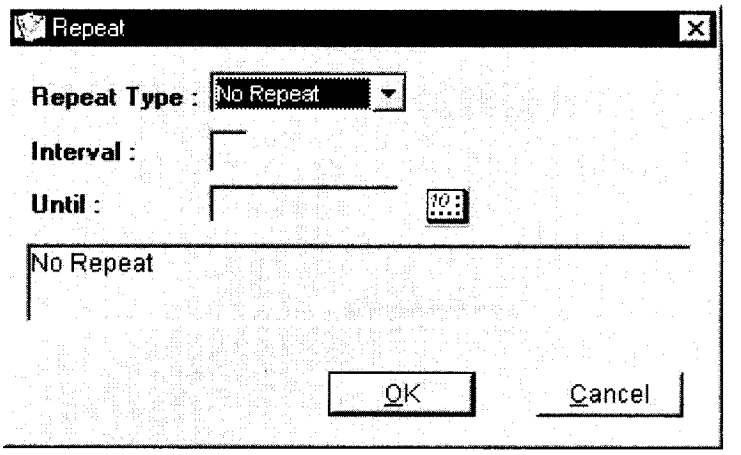
1. On the [New Event] / [Edit Event] dialog, click the Alarm button .



2. This setting lets you set an alarm to sound 0 to 60 minutes before the event as a reminder.
   - Units are in minutes only.
3. Use the drop-down list on the left to select a value from 0 to 60.

■ **To make repeat settings**

1. On the [New Event] / [Edit Event] dialog, click the Repeat button next to [Repeat:] field to display the [Repeat] dialog.

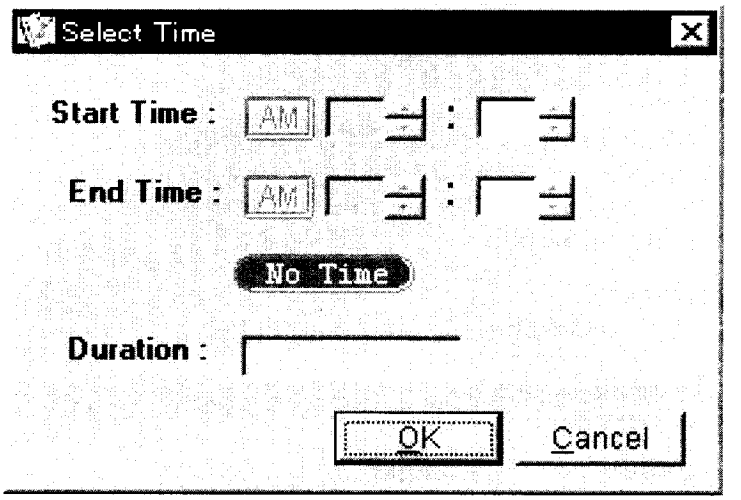


2. After making repeat specifications, click the [Repeat] dialog's [OK] button to return to the [New Event] / [Edit Event] dialog.

■ **To input a description**

Click inside the [Description] text box and then type up to 128 characters to describe the event.

Using the [Select Time] Dialog



■ **Start Time, End Time**

- Click the ▲ and ▼ buttons to the right of the hour and minute settings to increase and decrease the displayed values.
- You can also input the minutes settings by typing values directly into the text boxes.
- Click the box to the left of the hour setting toggle between AM and PM.
- The [Select Time] dialog will not allow any setting that results in the Start Time coming later than the End Time.

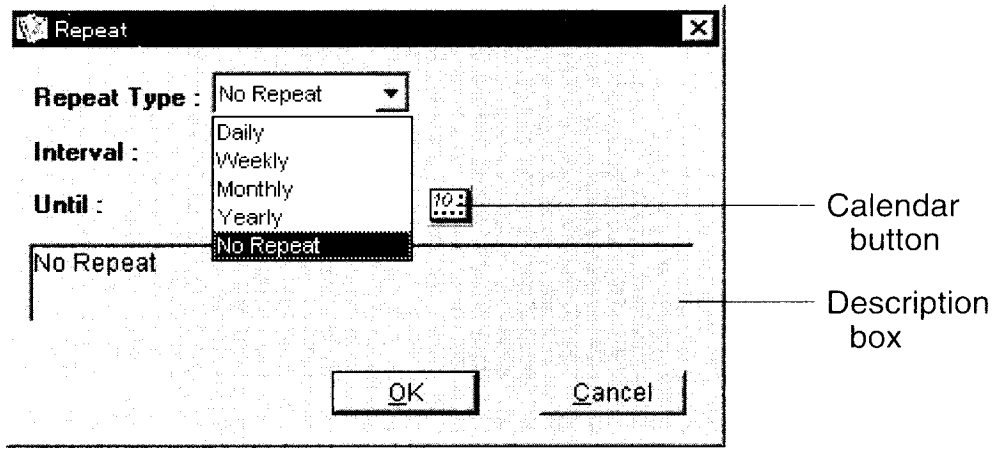
■ **[No Time] Button**

- Click this button to toggle between a timed event and an untimed event.
- In the case of an untimed event, the [No Time] button is highlighted, and the Start Time, End Time, and Duration boxes are all blank.

■ Duration

- This box shows the duration (length) of the event in hours and minutes, as calculated from the Start Time and End Time settings.

Using the [Repeat] Dialog



- You can select daily, weekly, monthly, yearly, or no repeat as the repeat type. The procedures you should use with the [Repeat] dialog depend on the type of repeat you are selecting.
- When you select daily, weekly, monthly, or yearly repeat, entries are made automatically in the applicable days covered by the specifications you make using the [Repeat] dialog. A repeat entry is indicated by the symbol ↻ in the upper left corner of each event description box.
- Deleting any one of the repeat data will clear all the repeat entry.

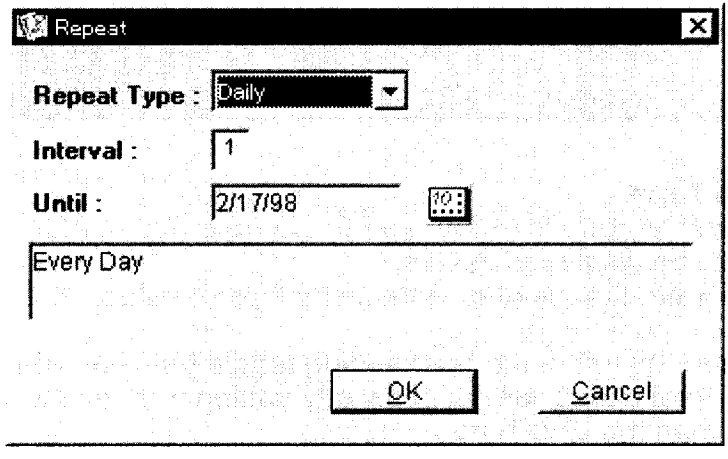
■ To select No Repeat

Use the Repeat Type drop-down list to select [No Repeat].

- [No Repeat] specifies an event for a single day only.
- None of the other settings of the [Repeat] dialog are valid while [No Repeat] is selected as the repeat type.

■ To select Daily repeat

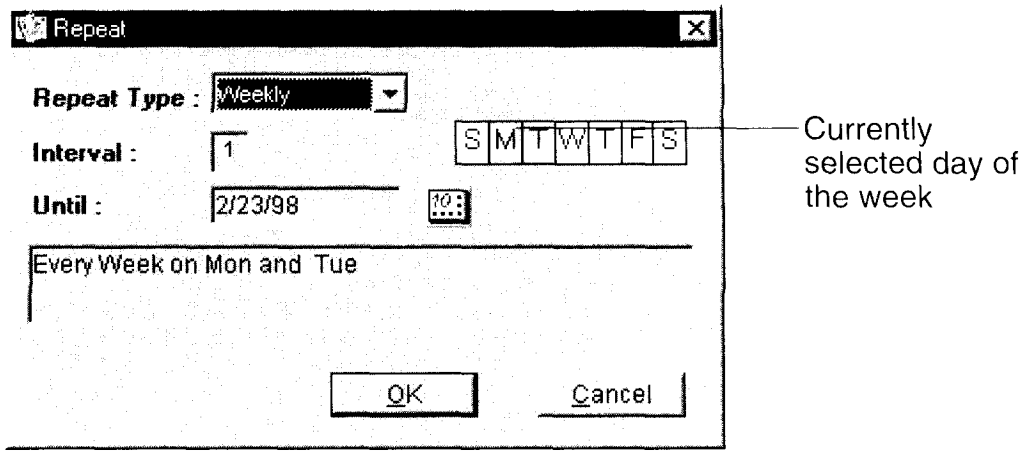
1. Use the Repeat Type drop-down list to select [Daily].



2. The interval is indicated only as "1".
3. If you want to change the expiry date of repeat event shown next to [Until] field, click the Calendar button to display the [Select Day] dialog and set the expiry date by double-clicking the date.

■ To select Weekly repeat

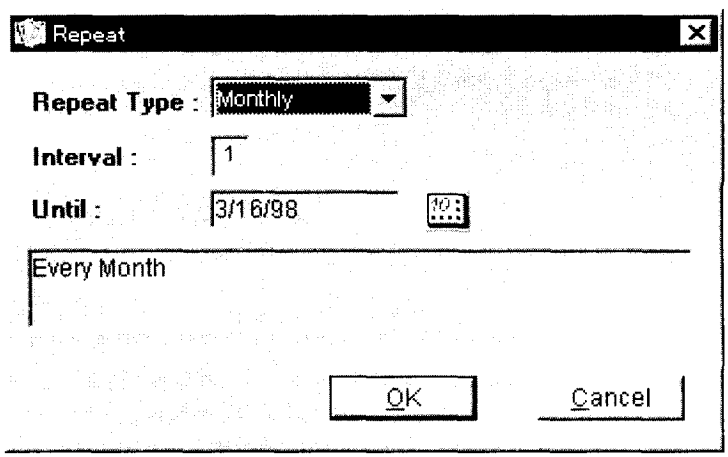
1. Use the Repeat Type drop-down list to select [Weekly].



2. Specify one or more days of the week that the event should be repeated.
   - Selected days of the week are highlighted.
   - Clicking on a day of the week toggles its highlighting on and off.
3. The interval is indicated only as "1".
4. If you want to change the expiry date of repeat event shown next to [Until] field, click the Calendar button to display the [Select Day] dialog and set the expiry date by double-clicking the date.

■ To select Monthly repeat

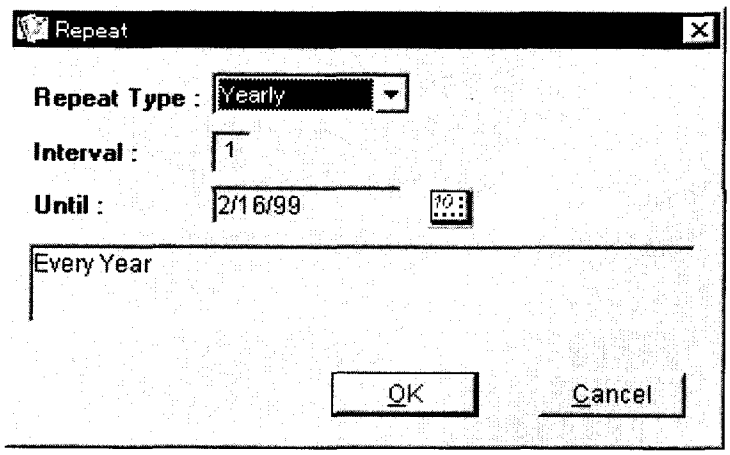
1. Use the Repeat Type drop-down list to select [Monthly].



2. The interval is indicated only as "1".
3. If you want to change the expiry date of repeat event shown next to [Until] field, click the Calendar button to display the [Select Day] dialog and set the expiry date by double-clicking the date.

■ **To select Yearly repeat**

1. Use the Repeat Type drop-down list to select [Yearly].



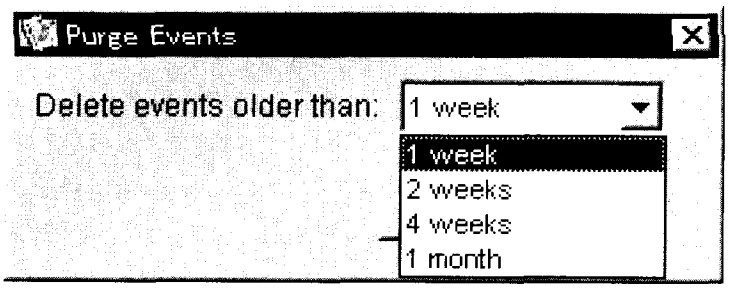
2. The interval is indicated only as "1".
3. If you want to change the expiry date of repeat event shown next to [Until] field, click the Calendar button to display the [Select Day] dialog and set the expiry date by double-clicking the date.

Purging Events

The following procedure deletes all Schedule events for a specific period in the past, starting from today's date (as kept by your computer's clock).

■ **To purge events**

1. On the Schedule Mode's [Edit] menu, Click [Purge Event].



2. In the list box, tap on the period for which you want to purge events.
   - You can specify a period of 1 week, 2 weeks, 4 weeks, or 1 month (30 days).
   - Selecting "1 week" deletes event data older than one week. Data from within the past week will not be deleted.
   - Purge command does not clear the event data which is still active as repeat event.
3. Click [OK] to purge the events for the period you specified, or [Cancel] to abort the procedure without deleting anything.

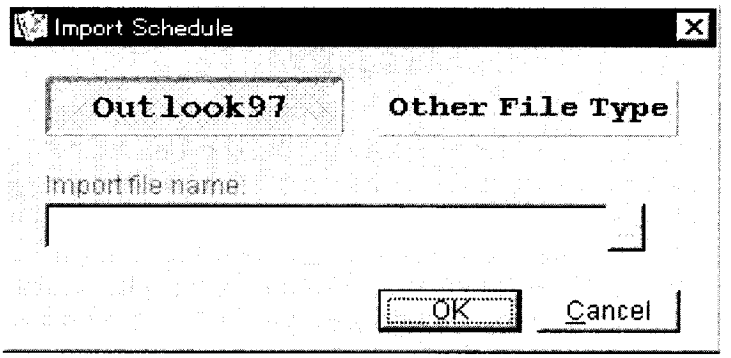
Importing Schedule Data

You can import data from a Microsoft Outlook 97 file or any text file whose fields are delimited (separated) by commas (.csv).

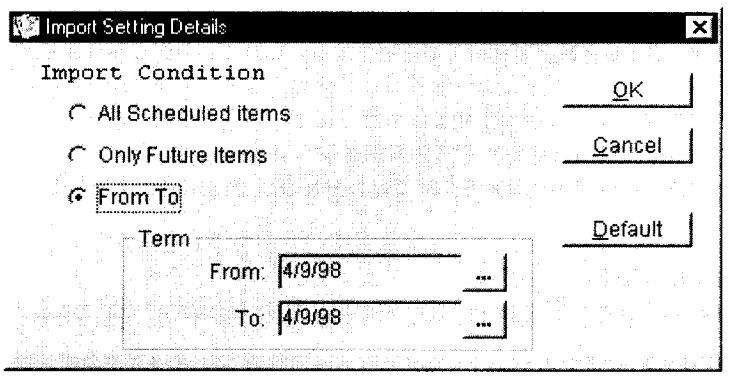
- You cannot import the event data without time setting or the event data which extends to another date.
- See "Import Data Conventions" of schedule on page 137 for data on import data conventions.

■ To import Schedule data from Microsoft Outlook 97

1. Click [Schedule] to display the Schedule screen.
2. On the [File] menu, click [Import] to display the [Import Schedule] dialog.



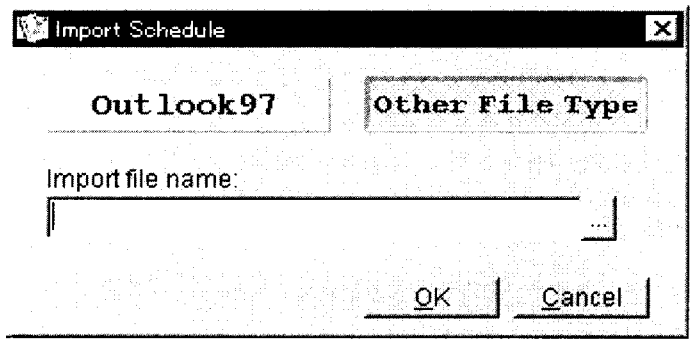
3. Click [Outlook 97] and then click [OK].



4. Click on a radio button to specify the range of Schedule items you want to import.
   - [All Schedule Items] imports all schedule data from Microsoft Outlook 97.
   - [Only Future Items] imports only schedule data that is scheduled for any time after today's date as kept by your computers clock.
   - [From To] lets you select a specific period. To specify the dates, click the buttons ... to the right of the date boxes to display a calendar for date specification. You cannot type the date directly in the box.
   - Click [Default] whenever you want to change the dialog box settings back to their initial defaults.
5. Click [OK] to proceed with the import procedure or [Cancel] to abort it.

■ To import Schedule data from a text file

1. Click [Schedule] to display the Schedule screen.
2. On the [File] menu, click [Import] to display the [Import Schedule] dialog.



3. Click [Other File Type].
4. Specify the path to the file whose contents you want to import.
   - You can directly type in the path or you can click the button ... to the right of the <Import file name> text box to open an [Import File Name] dialog. Operation of the [Import] dialog follows standard Windows conventions for file selection.
   - You must select a file that has either of the following two extensions: .txt or .csv.
5. Click [Open]. When the <Import Schedule> menu comes back on the screen, check the file name and then click on [OK].
6. In the [Import Setting Details] dialog that appears, select which fields you want to import and specify to which Schedule fields the data should be assigned.
   - See page 94 for the detail information on setting of text field mapping.
7. Click [OK] to start data import or [Cancel] to abort the operation.

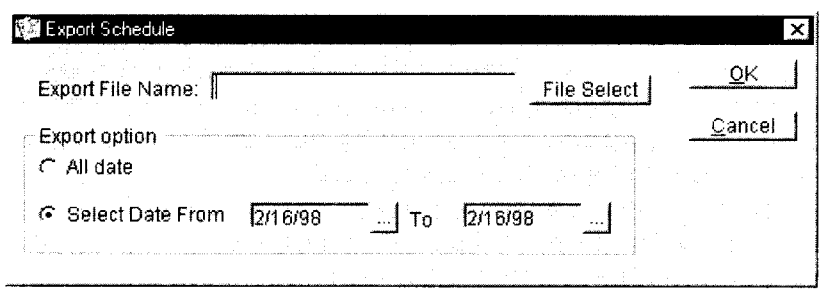
Exporting Schedule Data

Use the following procedure to export Schedule data to a file.

- See "Export Data Conventions" of Schedule on page 139 for details on export data conventions.

■To export Schedule data

1. On the [File] menu, click [Export] to display the [Export Schedule] dialog.



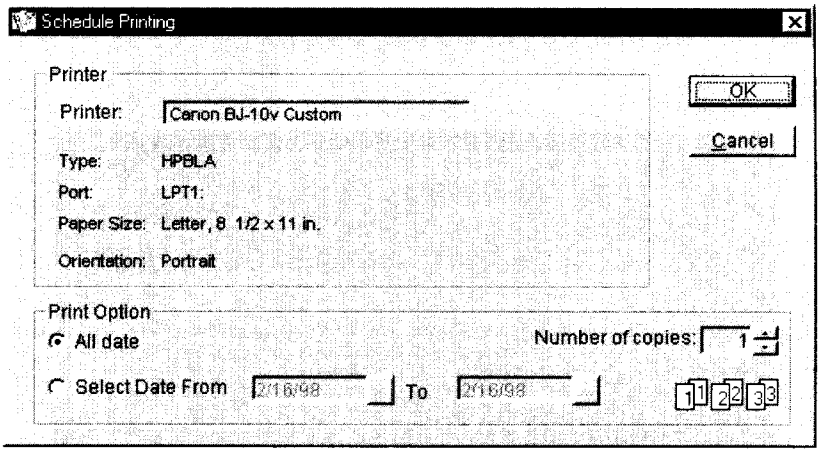
2. Click a radio button to specify the export option you want to use.
   - Select [All data] to export all Schedule data.
   - Select [Select Date From/To] to export only the data within a specific time frame. To specify the dates, click the buttons ... to the right of the date boxes to display a calendar for date specification. You cannot type the date directly in the box.
3. Specify the path and file name where you want to save the file.
   - You can directly type in the path or you can click the [File Select] button to the right of the <Export File Name> text box to open an [Export File Name] dialog. Operation of the [Export file name] dialog follows standard Windows conventions.
   - You must select either of the following two extensions for the file: .txt or .csv.
4. Click [Save] to return to [Export Schedule] dialog.
5. Click [OK] to export the file you specified or [Cancel] to abort the operation.

Printing Schedule Data

Use the following procedure to output Schedule data on your computer's printer.

■ To print Schedule Book data

1. On the [File] menu, click [Print] to display the [Schedule Printing] dialog.

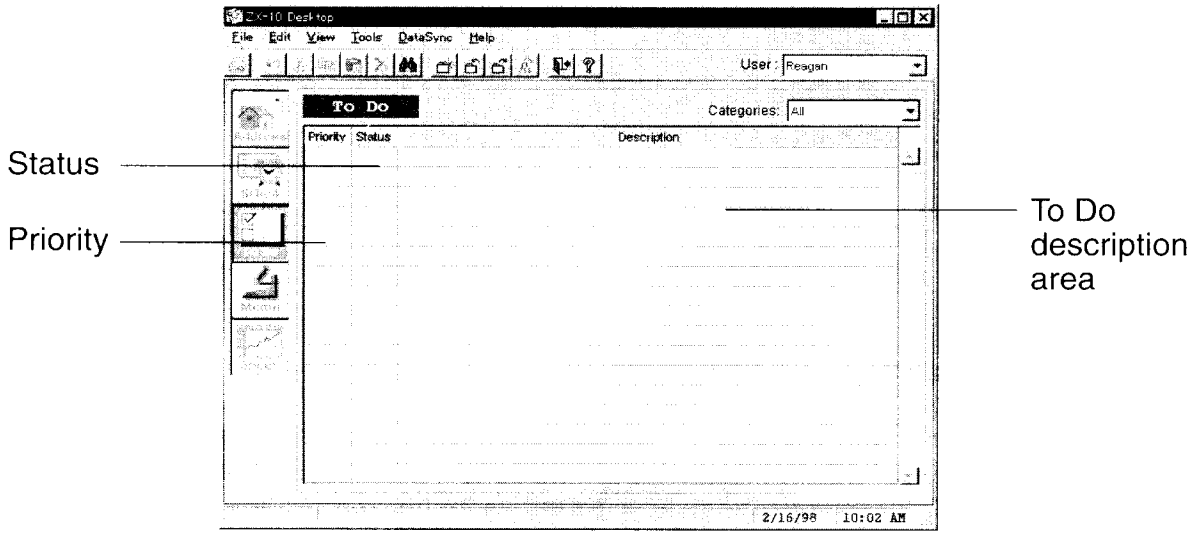


2. Click a radio button to specify the print option you want to use.
   - Select [All data] to print all Schedule data.
   - Select [Select Date From/To] to print only the data within a specific time frame. To select the dates, click the buttons ... to the right of the date boxes to display a calendar for date specification. You cannot type the date directly in the box.
3. In the [Number of copies] box, specify the number of copies you want to print.
   - Change the value by clicking on the arrow buttons ▲ or ▼ next to the text box.
   - You can specify a value in the range of 1 to 50.
4. Click [OK] to print or [Cancel] to abort the operation.

Chapter 6 - To Do List

The To Do List gives you a current list of reminders of the things you have to get done day by day. To Do List tasks also appear in the Daily View of the Schedule Mode.
To display the To Do List, click the To Do icon on the left side of the ZX-10 Desktop Software window, or execute the [View] menu's [To Do list] command.

To Do List Screen

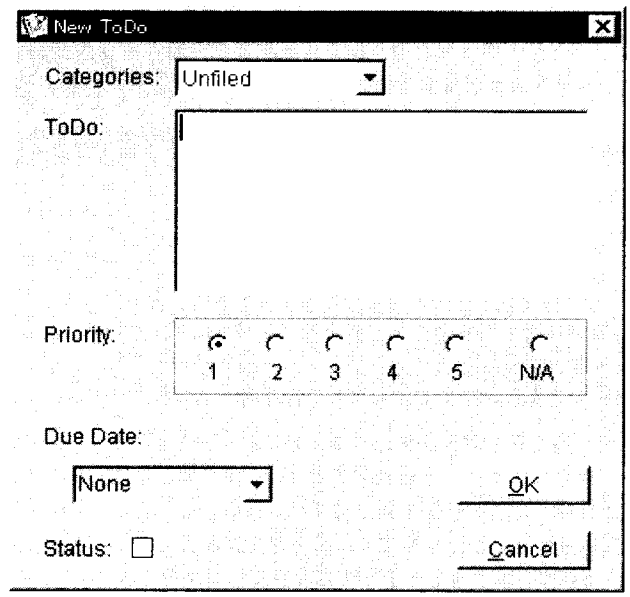


Inputting a New To Do List Task

The followings are the general procedure for inputting a new To Do list task.

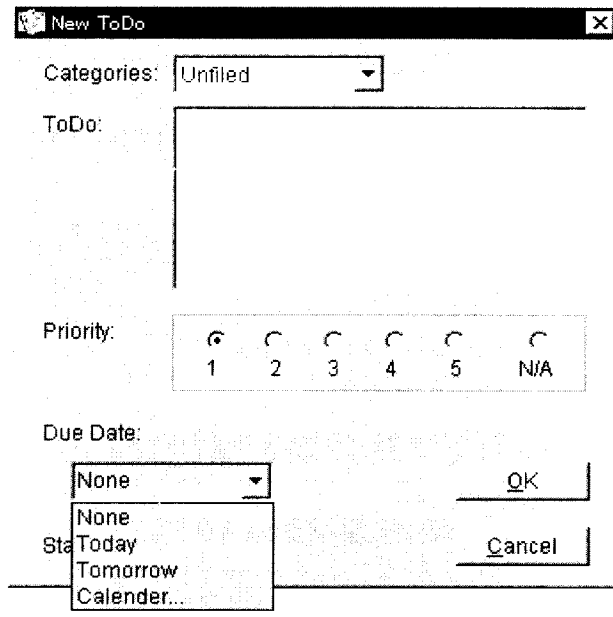
■ To input a new To Do list task

1. In the To Do list screen, execute the [Edit] menu's [New To Do] command.



2. Use the [Categories] drop-down list to assign a using category.
   - Inputting a new task without selecting a category automatically assigns it to the "Unfiled" category.
3. In the [To Do] text box, input a description of the task.
   - The description you input here appears in the To Do list.
4. Click one of the [Priority] radio buttons to assign a priority to the task.
   - Click <N/A> if you want to input a task without a priority.

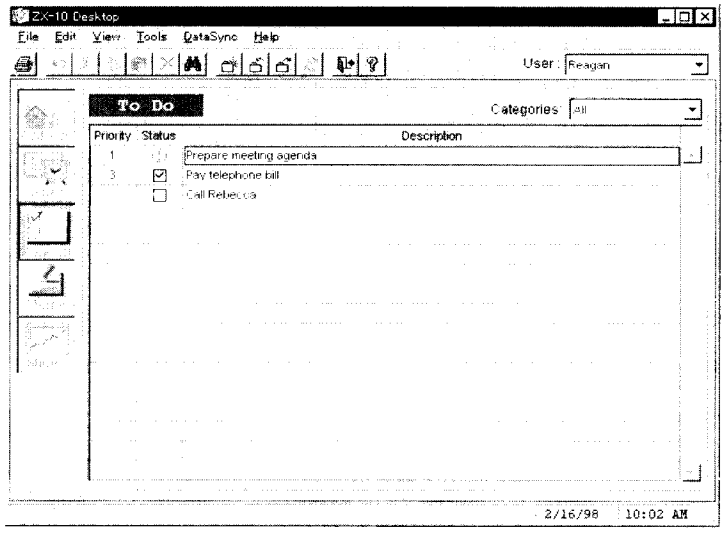
5. If you want to assign a due date for the task, open the Due Date drop-down list.



- If you want to select today as due date (as kept by the clock of your computer), click [Today].
- If you want to select tomorrow as due date click [Tomorrow].
- If you don't want to specify any due date, click [None].
- Click [Calendar] to display a calendar for choosing the other due date. Double click the date in the calendar to select.

6. You can identify the new task as already completed by checking the [Status] checkbox.
7. After inputting everything you want, click [OK] to save it or [Cancel] to abort the operation.

Using the To Do List



: Data that has passed the due date.
: Completed data
: Pending data which has not reached the due date.

The followings are the procedures you need to perform day-by-day while using the To Do List to keep track of things you have to do.

■ **To check and uncheck To Do List tasks**

In the To Do list screen, click the checkbox on the left of the task you want to check or uncheck.

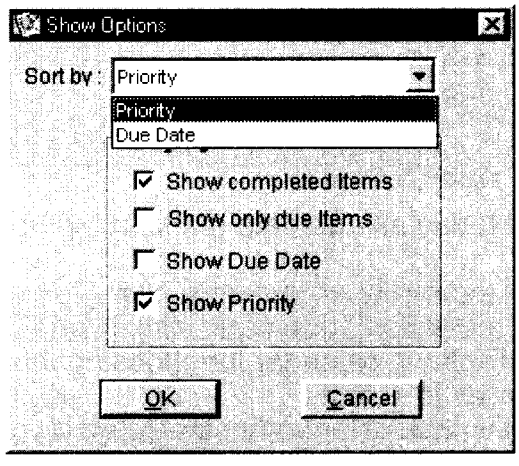
- Clicking a checkbox toggles it between being checked ☑ (completed) and unchecked ☐ (pending).
- Clicking ⓘ that indicates a passed due date replaces with a checked ☑ (completed) box mark.

■ **To select the To Do list category**

Use the [Categories] drop-down list to select the category whose tasks you want to display in the To Do list.

■ **To specify To Do list sort and show options**

1. On the [Edit] menu, click [Show Option].



2. Use the drop-down list to specify the sort option.
3. Click the checkboxes in the dialog to select the show options.
   - The following are explanations of each available options.

Sort by Priority

Tasks are sorted in descending order with the highest priority tasks first. If priorities are the same, the task data entered first is given priority.

Sort by Due Date

Tasks are sorted with the ones whose due dates are nearest first. If dates are the same, the task data entered first is given priority.

Show Completed Items

Selecting this option includes completed item ☑ in the To Do list.

Show only Due Items

Selecting this option includes due items (include due item as of "Today") and pending items without due date setting.

Show Due Date

Selecting this option includes due dates in the To Do list.

Show Priority

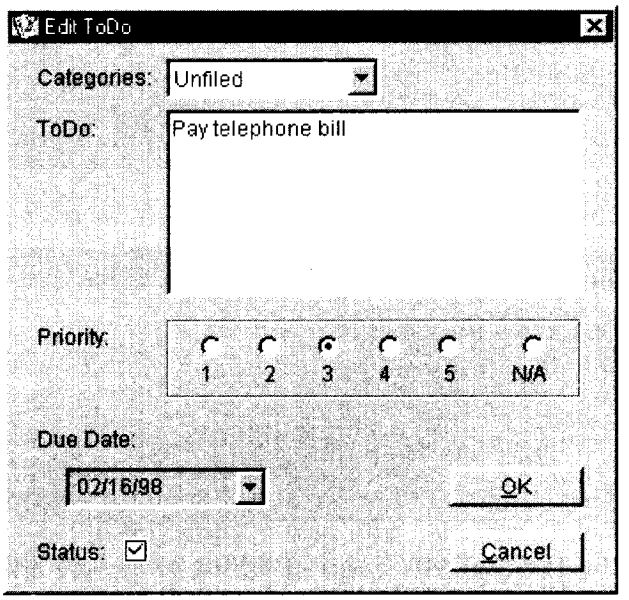
Selecting this option includes priority values in the To Do list.

Editing To Do List Tasks

Use the following procedure when you want to change the contents of an existing To Do list task.

■ To edit a To Do list task

1. In the To Do list screen, double click the task whose contents you want to edit.
2. You can also click on a task to select it and then execute the [Edit] menu's [Edit To Do] command.



3. Make any changes in the task you want.
4. After you have finished editing the task, click [OK] to save it or [Cancel] to abort the edition.

Deleting a To Do List Task

The following procedure lets you delete a single task from the To Do list.

■ To delete a To Do list task

1. In the To Do list, select the task you want delete by clicking it.
2. On the [Edit] menu, click [Delete To Do].
3. In response to the confirmation message that appears, click [OK] to delete the task or [Cancel] to abort the deletion.

Purging Completed To Do Tasks

The following procedure deletes all checked ☑ (completed) To Do tasks.

1. On the [Edit] menu, click [Purge Item].
2. In response to the confirmation message that appears, click [OK] to delete completed tasks or [Cancel] to abort the procedure without deleting anything.

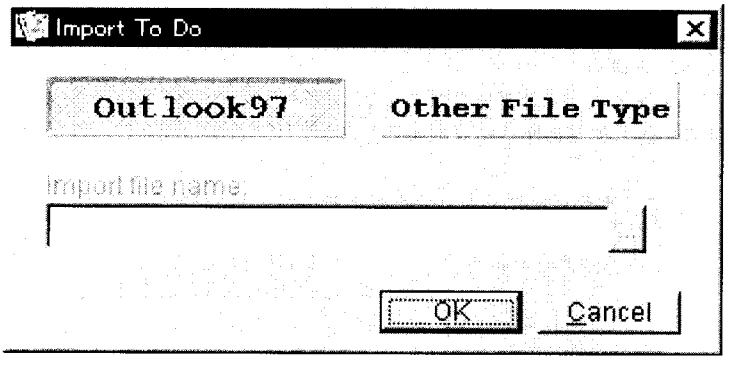
Importing To Do Data

You can import data from a Microsoft Outlook 97 file or any text file whose fields are delimited (separated) by commas (.csv).

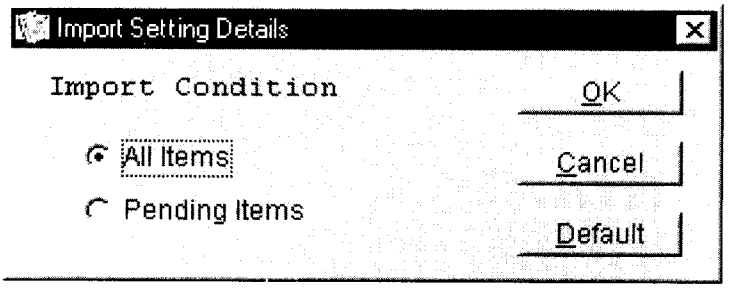
- See "Import Data Conventions" of To Do List on page 138 for details on import data conventions.

■ To import To Do data from Microsoft Outlook 97

1. On the [File] menu, click [Import] to display the [Import To Do] dialog.



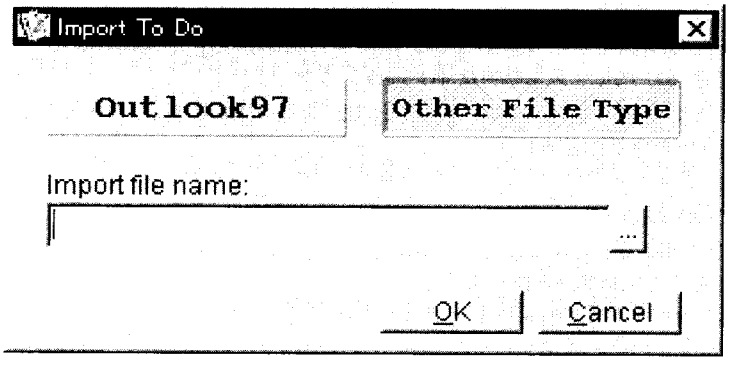
2. Click [Outlook 97] and then click [OK].



3. Click on a radio button to specify the items you want to import.
   - [All Items] imports all To Do data from Microsoft Outlook 97.
   - [Pending Items] imports only pending (unchecked) To Do items.
   - Click [Default] whenever you want to change the dialog box settings back to their initial defaults.
4. Click [OK] to proceed with the import procedure or [Cancel] to abort it.

■ To import To Do data from a text file

1. On the [File] menu, click [Import] to display the [Import To Do] dialog.



2. Click [Other File Type].
3. Specify the path to the file whose contents you want to import.
   - You can directly type in the path or you can click the button to the right of the <Import file name> text box to open an [Import File Name] dialog. Operation of the [Import File Name] dialog follows standard Windows conventions for file selection.
   - You must select a file that has either of the following two extensions: .txt or .csv.
4. Click [Open]. When the [Import To Do] menu comes back on the screen, check the file name and then click on [OK].
5. In the [Import Setting Details] dialog that appears, select which fields you want to import and specify to which To Do list fields the data should be assigned.
   - See page 94 for the detail information on setting of text field mapping.
6. Click [OK] to start data import or [Cancel] to abort the operation.

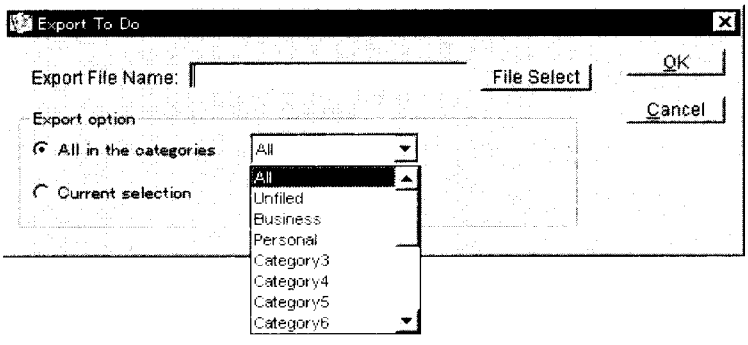
Exporting To Do Data

Use the following procedure to export To Do data to a file.

- See "Export Data Conventions" of To Do List on page 140 for details on export data conventions.

■ To export To Do data

1. On the [File] menu, click [Export] to display the [Export To Do] dialog.



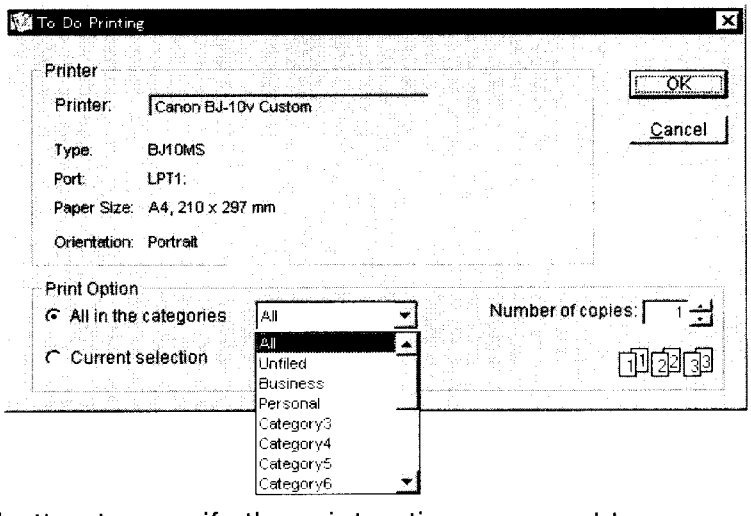
2. Click a radio button to specify the export option you want to use.
   - Select [All in the categories] to export all data in a specific category. Use the drop-down list to specify the category. Selecting [All] exports all To Do data.
   - Select [Current selection] to export only the data in the record that was selected in the To Do screen when you executed the [Export] command.
3. Specify the path and file name where you want to save the file.
   - You can directly type in the path or you can click the [File Select] button to the right of the <Export File Name> text box to open an [Export File Name] dialog. Operation of the [Export File Name] dialog follows standard Windows conventions.
   - You can specify either of the following two extensions for the file: .txt or .csv.
4. Click [Save] to return to [Export To Do] dialog.
5. Click [OK] to export the data to the file you specified or [Cancel] to abort the operation.

Printing To Do Data

Use the following procedure to output To Do data on your computer's printer.

■ To print To Do data

1. On the [File] menu, click [Print] to display the Print dialog.

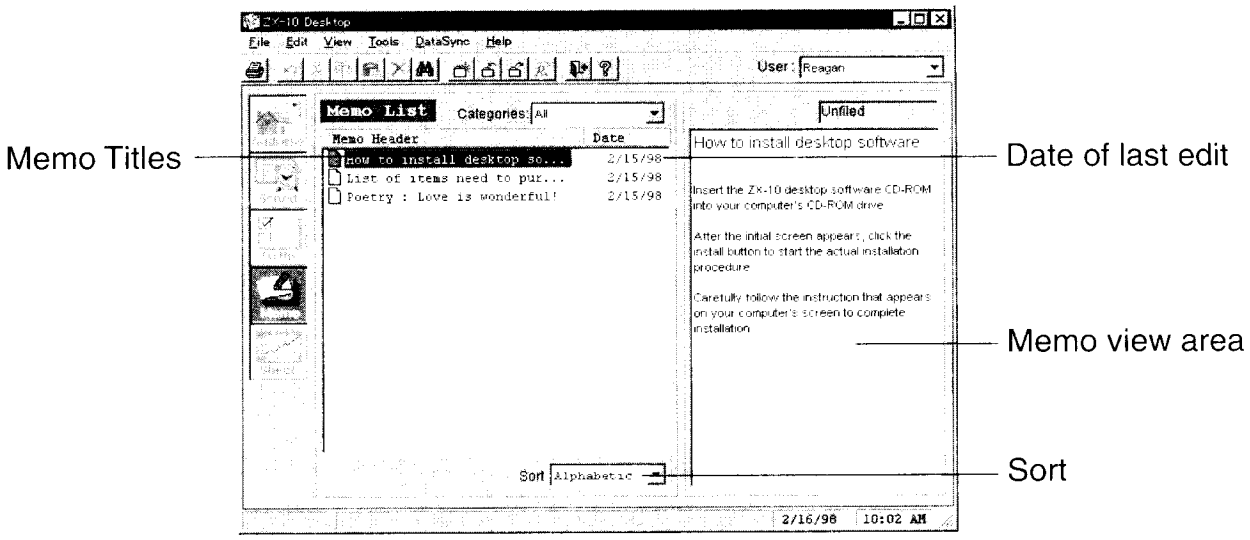


2. Click a radio button to specify the print option you want to use.
   - Select [All in the Categories] to print all data in a specific category. Use the drop-down list to specify the category. Selecting [All] prints all To Do data.
   - Select [Current selection] to print only the data in the record that was selected in the To Do screen when you executed the [Print] command.

3. In the [Number of copies] box, specify the number of copies you want to print.
   - Change the value by clicking on the arrow buttons ▲ or ▼ next to the text box.
   - You can specify a value in the range of 1 to 50.
4. Click [OK] to print or [Cancel] to abort the operation.

Chapter 7 - Memo Pad

The Memo Pad lets you type in text to take along with you wherever you go.
To display the Memo Pad, click the Memo icon on the left side of the ZX-10 Desktop Software window, or execute the [View] menu's [Memo] command.


Memo Titles
Date of last edit
Memo view area
Sort
ZX-10 Desktop
File Edit View Tools DataSync Help
User: Reagan
Memo List
Categories: All
Memo Header
Date
How to install desktop so...
2/15/98
List of items need to pur...
2/15/98
Poetry : Love is wonderful!
2/15/98
Unfiled
How to install desktop software
Insert the ZX-10 desktop software CD-ROM into your computer's CD-ROM drive.
After the initial screen appears, click the Install button to start the actual installation procedure.
Carefully follow the instruction that appears on your computer's screen to complete installation.
Sort Alphabetic
2/16/98 10:02 AM

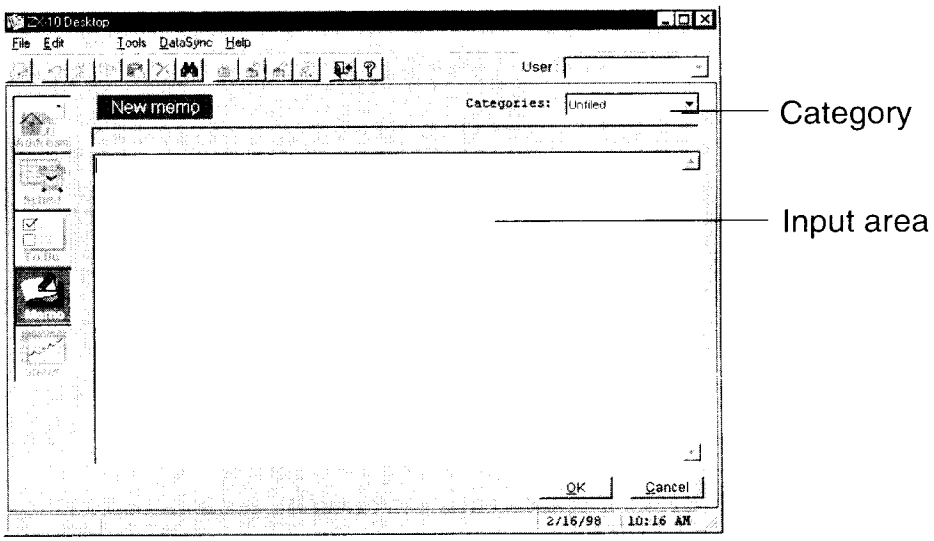
- You can use the [Sort] drop-down list to specify sorting of memos alphabetically according to their titles, or chronologically according the their date of creation or update.

Inputting a New Memo

The followings are the general procedure for inputting a new memo.

■ To input a new memo

1. On the [Edit] menu, click [New Memo] to display the new memo input screen.



2. Type the memo text into the input area.
   - When inputting memo text, remember that the first line is used as the memo title.
3. Use the [Categories] drop-down list to assign a category to the record.
   - Inputting a new record without selecting a category automatically assigns it to the "Unfiled" category unless you assign it to another category.

4. After inputting all the text you want, click [OK] to save it or [Cancel] to abort the input.
   - You can input up to 8 KB (approx. 8,000 characters) of text into a memo for each file. You will not be able to save the memo if the data input or editing exceeds more than 8 KB of text in a file.

Editing a Memo

Use the following procedure when you want to change the contents of an existing memo.

■ To edit a memo

1. Open the memo you want to edit by double-clicking its name in the Memo Pad file list.
   - You can also open a memo using either of the following procedures.
     Click the name of the memo in the file list, and then execute the [Edit] menu's [Edit Memo] command.
     Click the name of the memo in the file list, and then double-click anywhere inside the memo view area.
2. Make any changes in the memo you want.
3. After you are finished editing the memo, click [OK] to save it or [Cancel] to abort the edition.

Deleting a Memo

The following procedure lets you delete a single memo from the Memo Pad.

■ To delete a memo

1. Highlight the name of the memo you want to delete by clicking it in the Memo Pad file list.
2. On the [Edit] menu, click the [Delete Memo].
3. In response to the confirmation message that appears, click [OK] to delete the memo or [Cancel] to abort the deletion.

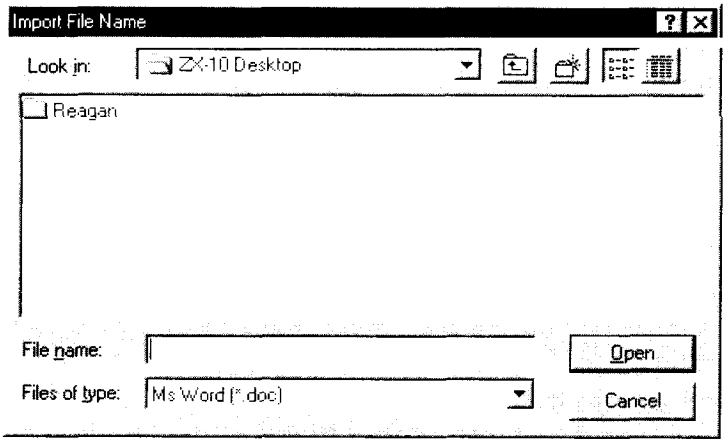
Importing Memo Data

You can import data from a Microsoft Word file or a text file.

- See "Import Data Conventions" of Memo on Page 139 for details on import data conventions.

■ To import Memo data

1. On the [File] menu, click [Import] to display the [Import File Name] dialog.



   - Operation of the [Import File Name] dialog follows standard Windows conventions for file selection.
2. Specify the path to the file whose contents you want to import.
   - You can specify a file that has either of the following two extensions: .doc (Microsoft Word) or .txt (plain text).
3. Click [Open] to start data import.

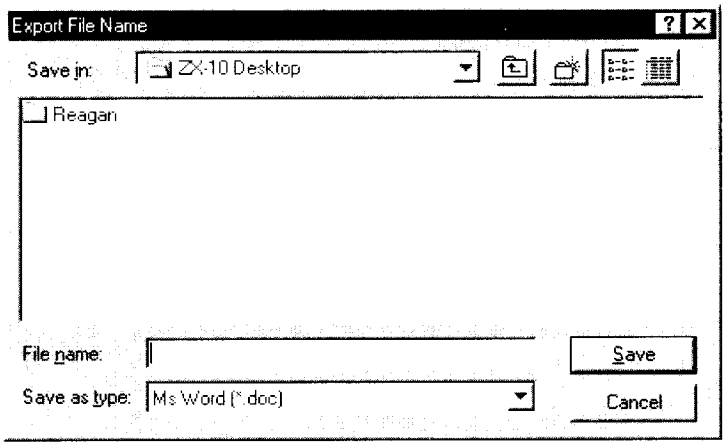
Exporting Memos

Use the following procedure to export Memo data to a file.

- See "Export Data Conventions" of Memo on page 140 for details on export data conventions.

■ To export Memo data

1. On the [File] menu, click [Export] to display the [Export File Name] dialog.



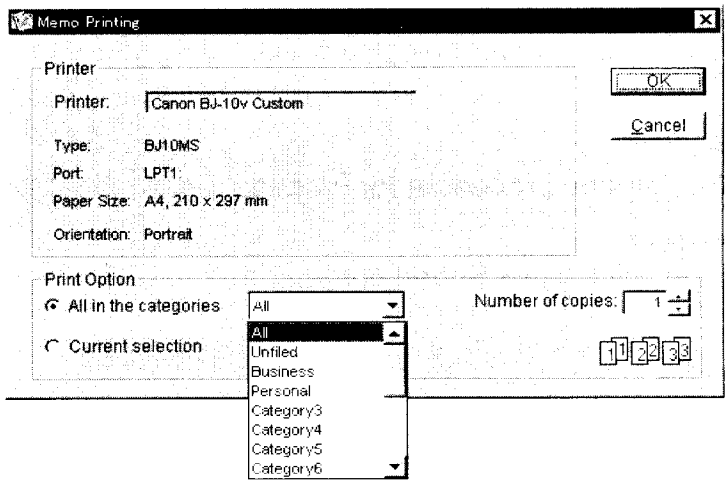
   - Operation of the [Export File Name] dialog follows standard Windows conventions for file selection.
2. Specify the path and file name where you want to save the file.
   - You can specify either of the following two extensions for the file: .doc (Microsoft Word) or .txt (plain text).
3. Click [Save] to start data export.

Printing Memo Data

Use the following procedure to output Memo data on your computer's printer.

■ To print Memo data

1. On the [File] menu, click [Print] to display the Print dialog.



2. Click a radio button to specify the print option you want to use.
   - Select [All in the Categories] to print all data in a specific category. Use the drop-down list to specify the category. Selecting [All] prints all Memo data.
   - Select [Current selection] to print only Memo that was selected when you executed the [Print] command.
3. In the [Number of copies] box, specify the number of copies you want to print.
   - Change the value by clicking on the arrow buttons ▲ or ▼ next to the text box.
   - You can specify a value in the range of 1 to 50.
4. Click [OK] to print or [Cancel] to abort the operation.

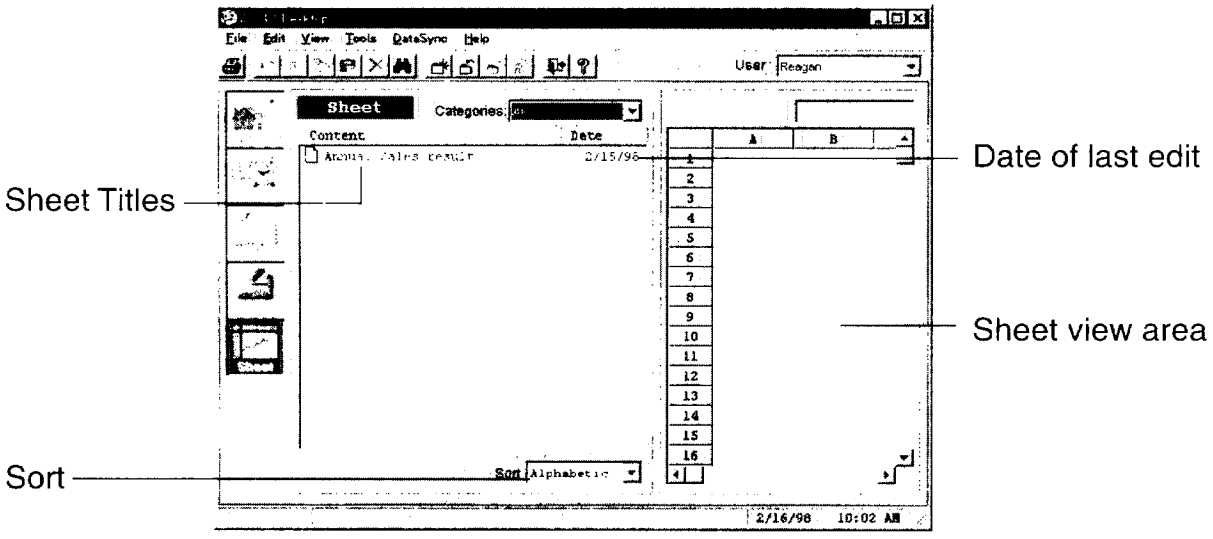
Chapter 8 - Sheet Mode

The Sheet Mode provides simple spreadsheet capabilities. Spreadsheets can be imported and exported (using xls. and csv. formats).

⚠ **Important!**

- Note that you can view and input Sheet Mode data only. The Sheet Mode does not perform any spreadsheet calculations.
- Do not perform data synchronization with ZX-10 unit when both ZX-10 Desktop Software and Microsoft Excel are active in Windows.
- ", (comma)" cannot be used in ZX-10 Desktop Sheet cell. Also, ",(comma)" cannot be imported to or exported from ZX-10 Desktop Software.

To enter the Sheet Mode, click the Sheet icon on the left side of the ZX-10 Desktop Software window, or execute the [View] menu's [Sheet] command.



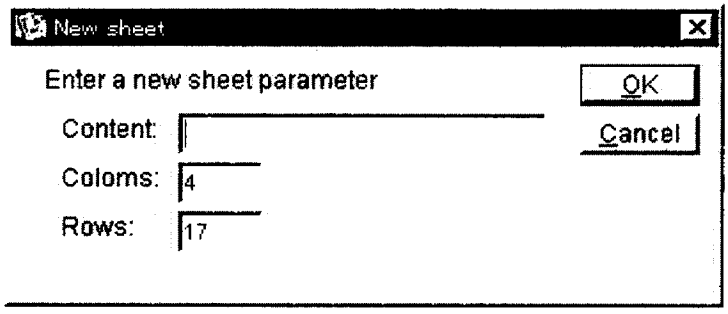
- You can use the [Sort] drop-down list to specify sorting of sheets alphabetically according to their titles, or chronologically according to their date of creation or update.

Creating a New Sheet

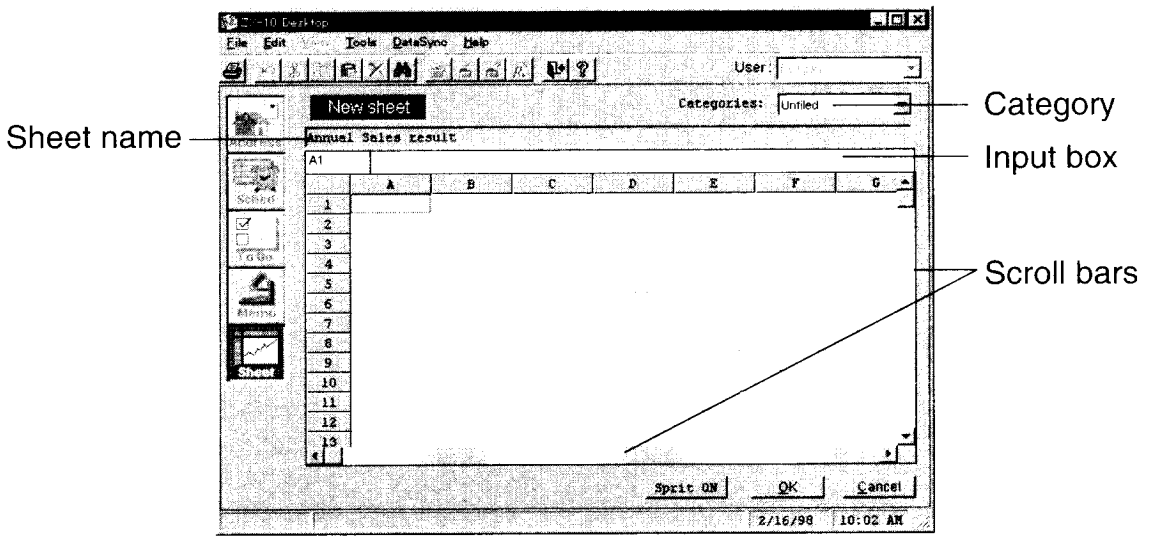
The followings are the general procedure for creating a new sheet and inputting data.

■ To create a new sheet

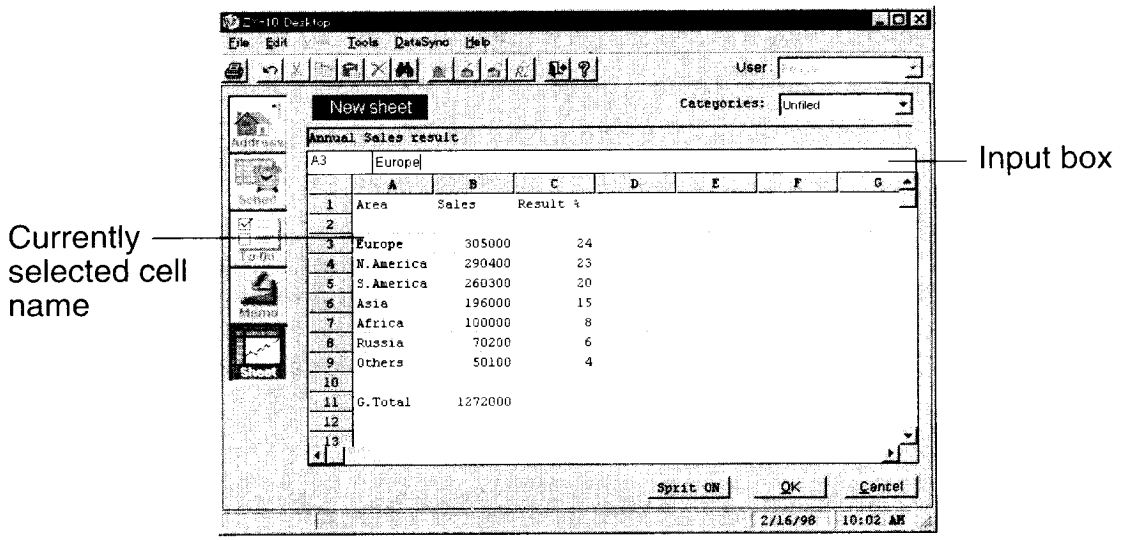
1. On the [Edit] menu, click [New Sheet] command.



2. In the [Content] text box, type in up to 32 characters as the name of the new sheet.
   - Note that you must assign a name to a sheet.
3. In the [Columns] and [Rows] text boxes, type in values to specify the size of the sheet.
   - You can specify a value from 4 to 256 for [Columns] and 17 to 1024 for [Rows].
   - You can input up to 8 KB of sheet data (approx. 3,600 blank cells/approx. 1,000 cells with 5 digit letters/numbers in each cell) for each file.
     You will not be able to save the memo if the data inputting or editing exceeds more than 8 KB of sheet data in a file.
4. Click [OK] to create a new sheet in accordance with the setting shown in the dialog.



5. Click the cell where you want to input, and type into the input box.



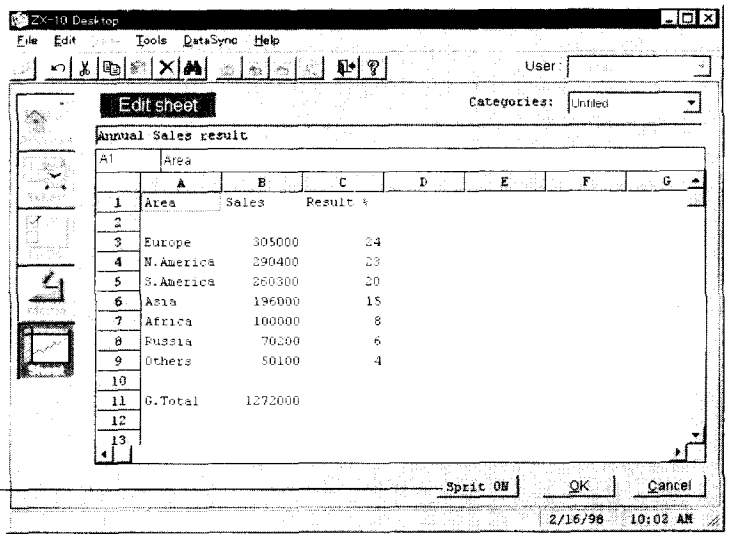
   - Letters and numbers you input on the keyboard first appear in the input box.
6. Type a return key on the keyboard to register the contents of the input box in the currently selected cell.
7. If you want to assign a category to the sheet, use the [Categories] drop-down list to select the category you want.
8. After inputting all the data you want, click [OK] to save it or [Cancel] to abort the input.

Opening a Sheet

You can use the following procedure to open a sheet from the file list.

■ To open a sheet

1. In the Sheet Mode file list, double-click the sheet you want to open.



Split On/Off button

- You can also open a sheet using either of the following procedures.
  Click the name of the sheet in the file list, and then execute the [Edit] menu's [Edit Sheet] command.
  Click the name of the sheet in the file list, and then double-click anywhere inside the sheet view area.
- Note that only one sheet can be open at a time.

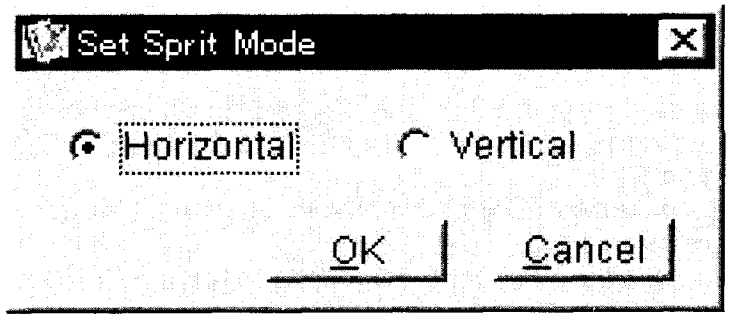
2. Use the scroll bars to scroll the contents of the sheet up, down, left, and right.
3. After you have finished with the sheet, click [OK] to return to the Sheet Mode file list.

Sheet Operations

Use the operations described below to change the appearance off a sheet.

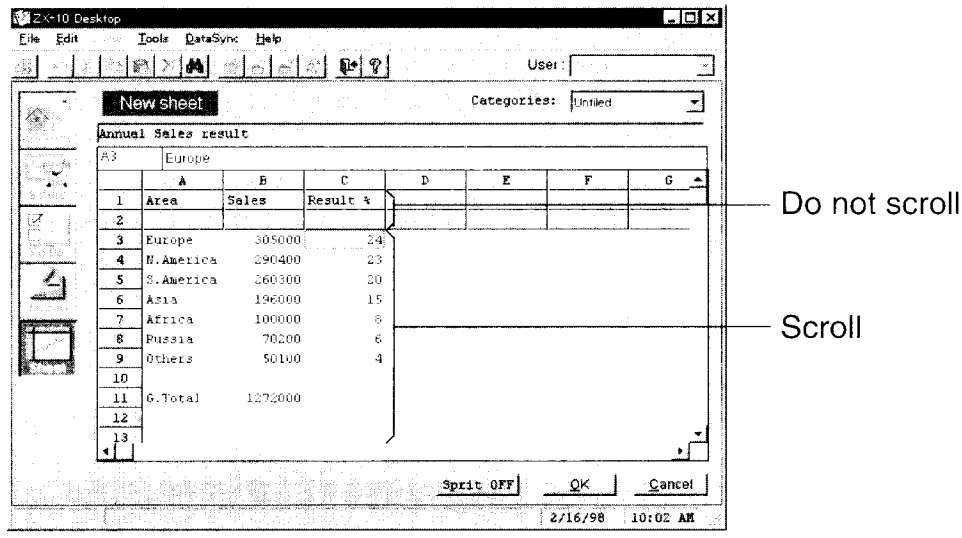
■ To create a split view of a sheet

1. Click a cell to select it and define the location of the split.
   - The following are the results of a split operation when cell C3 is selected.
     Horizontal split : Vertical scroll operations affect row 3 and all rows below it. Rows 1 and 2 do not scroll.
     Vertical split : Horizontal scroll operations affect column C and all columns to the right. Columns A and B do not scroll.
2. Click [Split On] to turn split on.

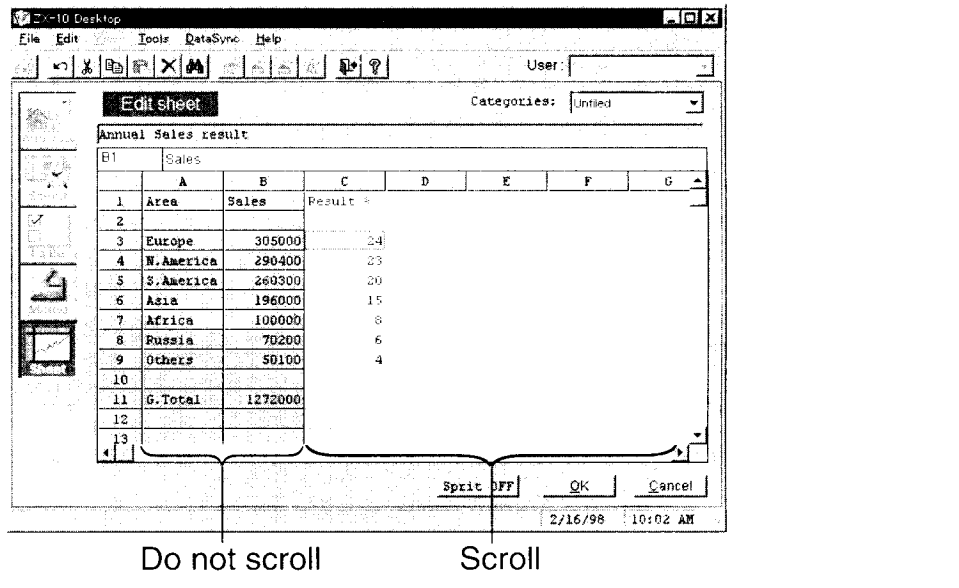


3. Click the radio button next to the type of split you want to select, and then click [OK] or [Cancel] to abort the operation.
   - Vertical and horizontal split is used individually. They cannot be used in combination with each other.
   - The [Split On] button changes to [Split Off] while split is turned on.
   - Closing the sheet, clears split programming.
4. To turn split off, click the [Split Off] button.

Horizontal Split

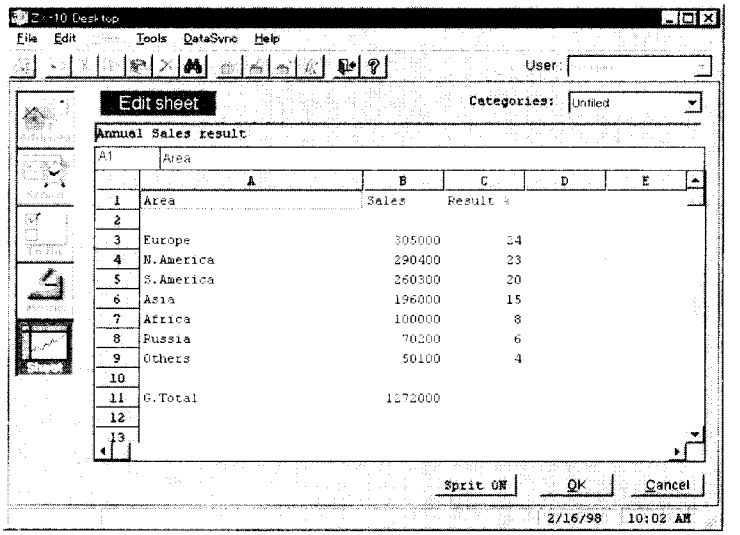


Vertical Split



■ To change the width of a column

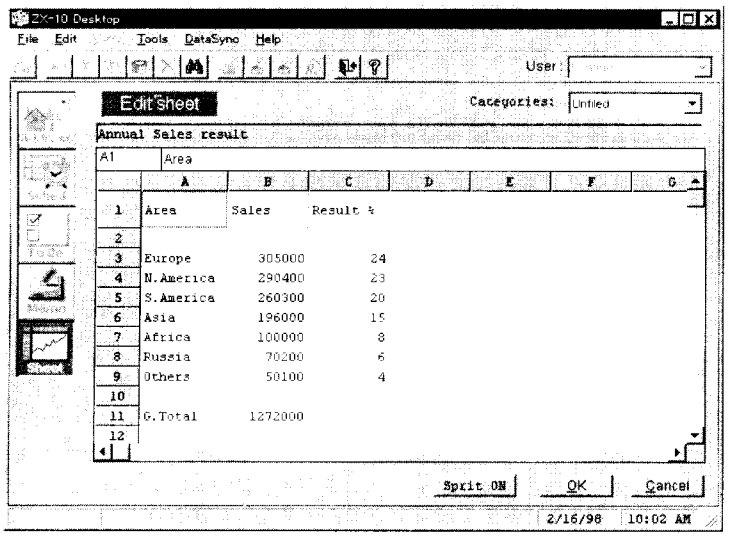
Drag the right border of the column whose width you want to change left or right.



- You can perform this procedure in a sheet you are creating or editing.

■ To change the height of a row

Drag the bottom border of the number of the row whose height you want to change up or down.



- You can perform this procedure in a sheet you are creating or editing.

Editing a Sheet

Use the following procedure when you want to change the data in an existing sheet.

■ To edit a sheet

1. Open the sheet you want to edit by double-clicking its name in the Sheet Mode file list.
   - You can also open a sheet by clicking its name in the file list, and then executing the [Edit] menu's [Edit Sheet] command or by double-clicking the sheet in the sheet view area.
2. Click the cell whose contents you want to edit.
3. Make any changes you want.
4. After you have finished editing, click [OK] to save the sheet or [Cancel] to abort the edition.

Deleting a Sheet

The following procedure lets you delete a single sheet.

■ To delete a sheet

1. Highlight the name of the sheet you want to delete by clicking it in the Sheet Mode file list.
2. On the [Edit] menu, click [Delete Sheet].
3. In response to the confirmation message that appears, click [OK] to delete the sheet or [Cancel] to abort the deletion.

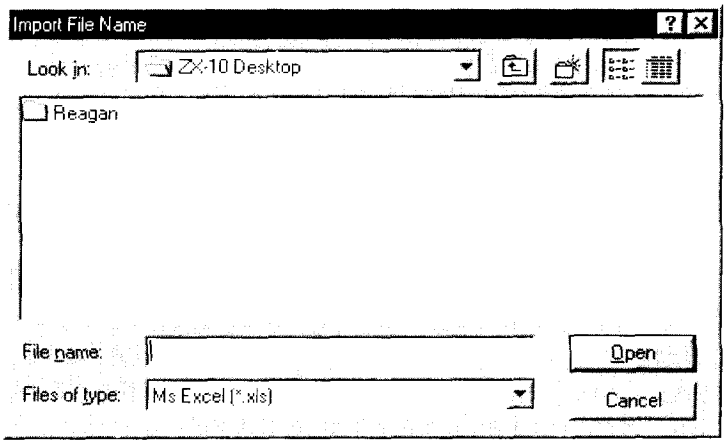
Importing Sheet Data

Use the following procedures to import Microsoft Excel format files in the Sheet Mode.

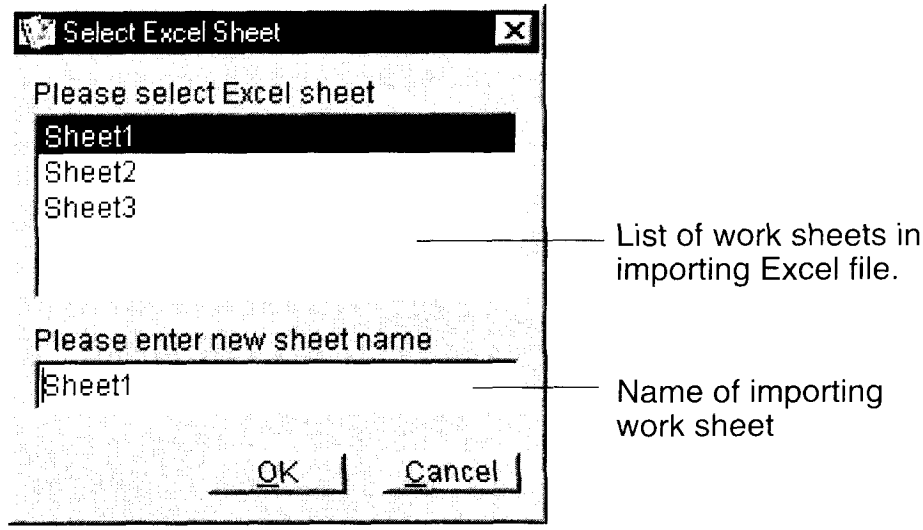
- See import data conventions of sheet on page 139 for details on import data conventions.

■ To import Sheet data

1. On the [File] menu, click [Import].



2. Use the above dialog to select the file you want to import.
   - Operation of the [Import File Name] dialog follows standard Windows conventions for file selection.
   - If more than 8 KB Sheet data (approx. 3,600 blank cells/approx. 1,000 cells with 5 digit letters/numbers in each cells) or sheet smaller than 4 columns × 17 rows are used on a work sheet, the sheet cannot be imported.
3. After selecting the file you want, click [Open] to display [Select Excel Sheet] dialog.



4. In the upper scroll box, click the sheet to which you want to import the data to select it. Next, type the name you want to assign to the sheet into the lower text box. Naming rule of the new sheet follows the one of Microsoft Excel. In case of other name, the sheet cannot be saved with Microsoft Excel format. Also, the sheet uses full 32 bite cannot be saved with Microsoft Excel format.
5. Click [OK] to start the import operation or [Cancel] to abort the operation without importing anything.

Importing Microsoft Excel Files

The following rules apply whenever you import an Microsoft Excel file.

- Calculation formulas created in Microsoft Excel remain operational after being imported, but a calculation formula cannot be edited or moved.
- ", (comma)" cannot be imported to ZX-10 Desktop Software.
- Cells cannot be inserted or deleted from a ZX-10 Desktop Software sheet.
- Formats are automatically changed to the followings by the import operation.
  Borders: Standard
  Shadow: None
  Calculation Formulas: Hidden
- Importing an Microsoft Excel file will link it with the import source file sheet.
- You cannot import the Microsoft Excel files to ZX-10 Desktop Software when the files are active in another window on PC.

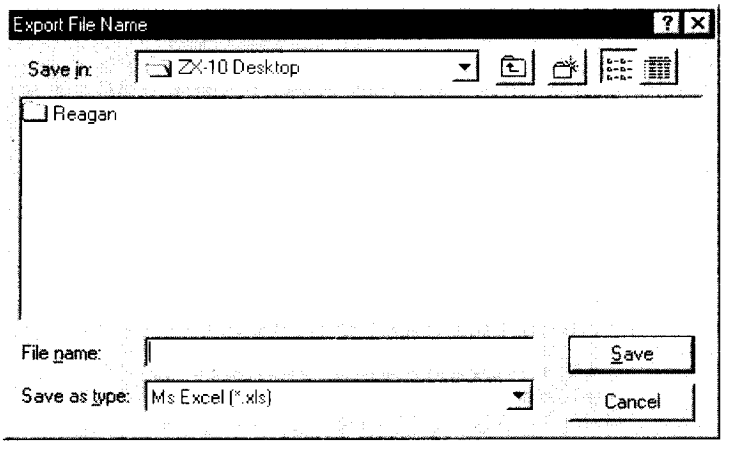
Exporting Sheet Data

Use the following procedure to export Sheet data to a file.

- See "Export Data Conventions" of sheet on page 140 for details on export data conventions.

■ To export Sheet data

1. On the [File] menu, click [Export]to display the [Export File Name] dialog.
   - Operation of the [Export File Name] dialog follows standard Windows conventions for file selection.



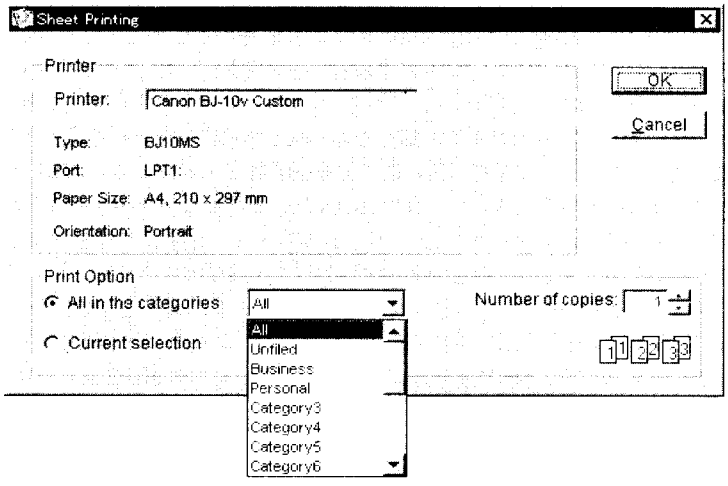
2. Specify the path and file name where you want to save the file.
   You can specify either of the following two extensions for the file: .xls (Microsoft Excel) or .csv.
3. Click [Save] to start data export.
   - You can export the file data to several files. But the link will be made with a first exported file.

Printing Sheet Data

Use the following procedure to output Sheet data on your computer's printer.

■ To print Sheet data

1. On the [File] menu, click [Print] to display the Print dialog.



2. Click a radio button to specify the print option you want to use.
   - Select [All in the categories] to print all data in a specific category. Use the drop-down list to specify the category. Selecting [All] prints all Sheet data.
   - Select [Current selection] to print only the data in the sheet that was selected when you executed the [Print] command.
3. In the [Number of copies] box, specify the number of copies you want to print.
   - Change the value by clicking on the arrow buttons ▲ or ▼ next to the text box.
   - You can specify a value in the range of 1 to 50.
4. Click [OK] to print or [Cancel] to abort the operation.

Linking with Microsoft Excel Files

Sheet Mode files are linked with Microsoft Excel files in the following cases:

- When worksheet contained in a Microsoft Excel file are imported into the ZX-10 Desktop Sheet Mode.
- When Microsoft Excel file is imported by Drag & Drop to ZX-10 Desktop icon. (You must close the ZX-10 Desktop Software when you are importing the data by Drag & Drop.)
- When Sheet Mode data exported from the ZX-10 Desktop Software is exported as Microsoft Excel data. (Exporting linked Sheet Mode data to another file does not link it to the seconds file.)

Cancelling Links with Microsoft Excel Files

Sheet Mode link with Microsoft Excel files will be cancelled in following cases.

- When a linked Microsoft Excel file is deleted.
- When worksheet in a linked Microsoft Excel file is deleted.
- When the Sheet data in ZX-10 Desktop Software is deleted.
- When the name of the linked work sheet is changed.
- When the directory in Microsoft Excel file is changed.
- When data which have already been linked to another file is imported or exported. (The file cannot be linked even if they are imported or exported in Microsoft Excel format.)

Reloading Sheet Data

■ Reload processing

- Data reload can be operated only in the sheet mode.
- The reload processing compares and synchronizes the ZX-10 Desktop Software's sheet data with Microsoft Excel files that are linked by date and time.
- At startup, the ZX-10 Desktop Software checks the dates of the Microsoft Excel files. If it determines that they have been updated, the data in ZX-10 Desktop Software is automatically updated. The updated contents of the Microsoft Excel file worksheet will be reflected in the sheet data of the ZX-10 Desktop Software.
- When sheet data is updated in ZX-10 Desktop Software, the original Microsoft Excel file will also be updated automatically. The contents of the work sheet in Microsoft Excel original files will be the same as the contents in the ZX-10 Desktop Software. Updated cells are shown in bold typeface.
- When an Microsoft Excel original file is updated during activating ZX-10 Desktop Software, use the Reload command to synchronize with the ZX-10 Desktop Software. However, this command cannot be used during sheet editing (both new and edited).

Chapter 9 Data Synchronization

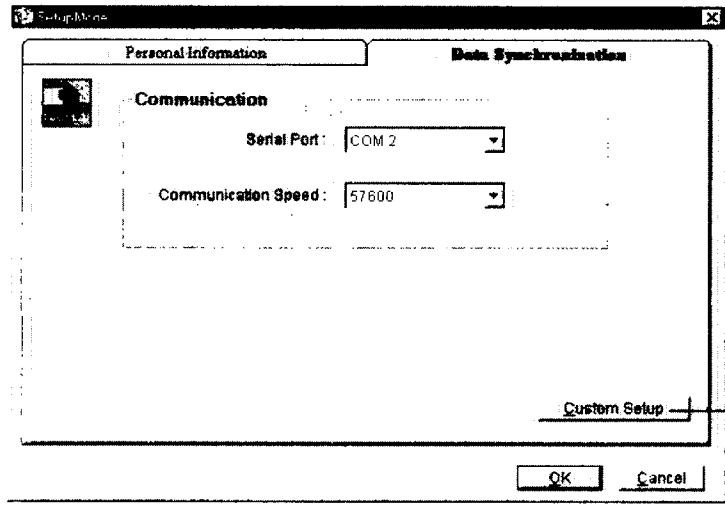
Data synchronization capabilities make it possible for you to ensure that the data stored under the ZX-10 Desktop Software application always matches the data stored in your ZX-10 unit. The procedures in this chapter describe how to actually perform data synchronization, and how to select from among the various options available.

Basic Synchronization Settings

The following describes how to make basic settings required for data synchronization. Be sure to make these settings before attempting to perform the data synchronization operation for the first time.

■ To make basic synchronization settings

1. On the [Tools] menu, click [Setup].
2. In the dialog that appears, click the [Data Synchronization] tab.



3. Use the [Communication] drop-down lists to make communication parameter settings.
4. After you have finished making the settings you want, click [OK] to register them.

Note

- If the serial port assigned by ZX-10 Desktop Software is being used by another device (e.g., when a modem is connected and its power is turned on), the menu could be in Data Sync mode. If so, turn the power off on the device you are using and change the serial port setting in ZX-10 Desktop Software by clicking on <Serial Port> drop-down list.
- If the data synchronization does not work at communication speed of 57600, lower the transfer speed to, 19200 or 9600 by clicking on <Communication Speed> drop-down list.

Custom Synchronization Settings

The custom synchronization settings let you specify the type of synchronization to be performed for each individual data type.

■ Synchronize the files

In this option, ZX-10 unit and ZX-10 Desktop Software files are compared and latest data in both side update each other after the synchronization. This option is not available for [Personal Information].

- When new data is created in ZX-10 Desktop Software, the new data will be transferred to ZX-10 unit after the synchronization.

- When new data is created in ZX-10 unit, the new data will be transferred to ZX-10 Desktop Software after the synchronization.
- When data is deleted in ZX-10 Desktop Software, the corresponding data will also be deleted in ZX-10 unit after the synchronization.
- When data is deleted in ZX-10 unit, the corresponding data will also be deleted in ZX-10 Desktop Software after the synchronization.
- When data is edited in ZX-10 Desktop Software, the corresponding data in ZX-10 unit will also be edited after the synchronization.
- When data is edited in ZX-10 unit, the corresponding data in ZX-10 Desktop software will also be edited after the synchronization.
- When data editions are made in both ZX-10 unit and ZX-10 Desktop Software, no data synchronization will be performed ("Not Update" message appears).
- When data is edited in ZX-10 unit and the corresponding data is deleted in ZX-10 Desktop Software (or vice versa), the edited data will be deleted after the synchronization since the data will be matched putting deleted side in priority.

■ZX-10 Desktop Software Overwrite ZX-10 Unit

In this option, the ZX-10 Desktop Software will always overwrite the corresponding data on the ZX-10 unit.

- When new data is created in ZX-10 Desktop Software, the new data will be transferred to ZX-10 unit after the synchronization.
- Even when new data is created in ZX-10 unit, the new data will be deleted from ZX-10 unit after the synchronization since the original corresponding data exists in ZX-10 Desktop will overwrite on it.
- When data is deleted in ZX-10 Desktop Software, the corresponding data will also be deleted in ZX-10 unit after the synchronization.
- Even when data in ZX-10 unit is deleted, the original corresponding data in ZX-10 Desktop Software will be transferred to ZX-10 unit, reviving the deleted data, after the synchronization.
- When data is edited in ZX-10 Desktop Software, the corresponding data in ZX-10 unit will also be edited after the synchronization.
- Even when data is edited in ZX-10 unit, the original corresponding data in ZX-10 Desktop software will be overwritten on edited data in ZX-10 unit after the synchronization.
- When data editions are made in both ZX-10 unit and ZX-10 Desktop Software, the edited data in ZX-10 desktop Software will be overwritten on corresponding edited data in ZX-10 unit.

■ZX-10 Unit Overwrite ZX-10 Desktop

In this option, the ZX-10 Unit will always overwrite the corresponding data in the ZX-10 Desktop Software.

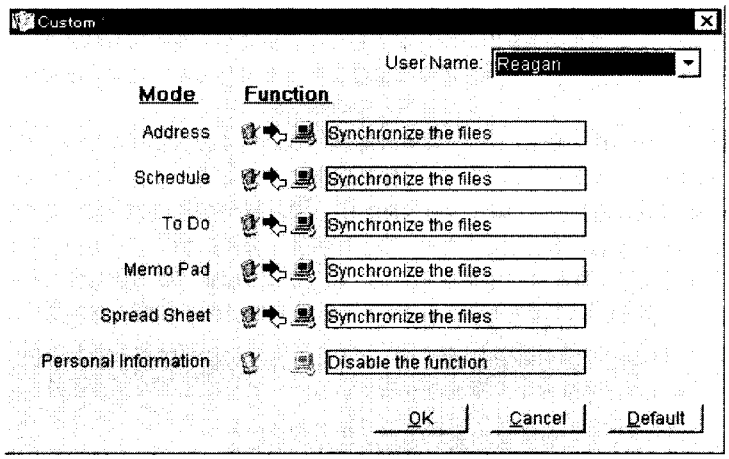
- When new data is created in ZX-10 unit, the new data will be transferred to ZX-10 Desktop Software after the synchronization.
- Even when new data is created in ZX-10 Desktop Software, the new data will be deleted from ZX-10 Desktop Software after the synchronization since the original corresponding data exists in ZX-10 unit will overwrite on it.
- When data is deleted in ZX-10 unit, the corresponding data will also be deleted in ZX-10 Desktop Software after the synchronization.
- Even when data in ZX-10 Desktop Software is deleted, the original corresponding data in ZX-10 unit will be transferred to ZX-10 Desktop Software, reviving the deleted data, after the synchronization.

- When data is edited in ZX-10 unit, the corresponding data in ZX-10 Desktop Software will also be edited after the synchronization.
- Even when data is edited in ZX-10 Desktop Software, the original corresponding data in ZX-10 unit will be overwritten on edited data in ZX-10 Desktop Software after the synchronization.
- When data editions are made in both ZX-10 unit and ZX-10 Desktop Software, the edited data in ZX-10 unit will be overwritten on corresponding edited data in ZX-10 Desktop Software.

■ Disabled the function
In this option, no synchronization is performed even if data in both ZX-10 unit and ZX-10 Desktop Software is newly created, edited or deleted.

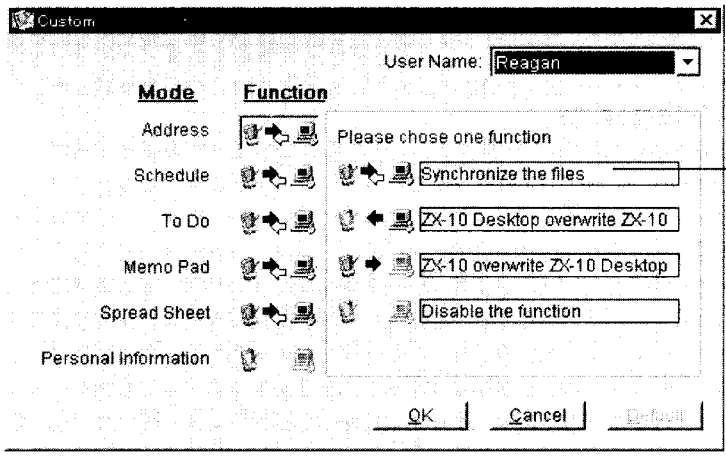
■ To make synchronization custom settings

1. On the [Data Sync] menu, click [Custom] to display the [Custom] dialog.



- The [Custom] dialog also appears if you click the [Custom Setup] button in the [Data Synchronization] tab.

2. Use the [User] drop-down list to select the name of the user whose settings you want to change.
3. Double-click on the icon under [Function] for the [Mode] for which you want to make synchronization settings.



- Note that the [Synchronize the files] option is not available for [Personal Information].

4. Click the icon in the Data Sync option menu to assign the option to the data type selected in step 3.
5. After you make all the settings you want, click [OK] to register them or [Cancel] to abort the registration.
   - This custom setting will also be in effect in next synchronization. The setting afterwards will be returned to default setting.

Synchronizing ZX-10 Desktop Software and ZX-10 Data

After making the settings described above, you are ready to perform a data synchronization operation.

■ To synchronize ZX-10 Desktop Software and ZX-10 Unit data

1. Press the [Data Sync] button on the ZX-10 unit to start the data synchronization operation. (See "chapter 11- Data Synchronization" on page 68 for detail operation.)
2. Data Sync is performed when the PC and ZX-10 unit are connected to each other by PC Sync. Cable and the Data Sync start button is pressed on the ZX-10 unit.

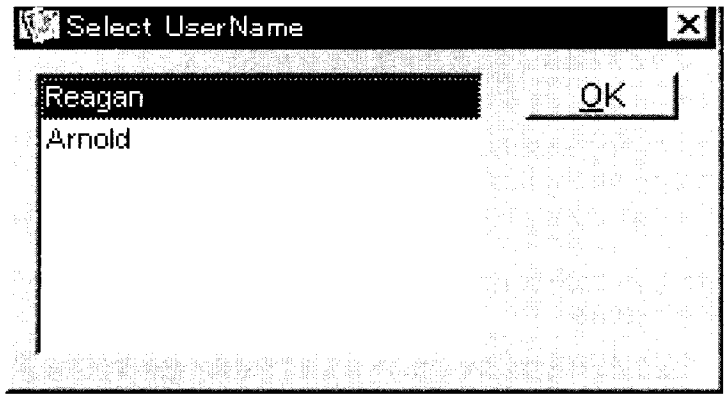
Executing Data Sync.

If Data Sync is performed for the first time, you need to select <User> from the user name list on the ZX-10 desktop Software. This allows it to be recorded on the ZX-10 unit side so that Data Sync will be executed without selecting <User> from next time.

■ To add User

When <User> name registered in ZX-10 Unit cannot be found in ZX-10 Desktop Software, confirmation dialog asking to add new <User> appears on ZX-10 Desktop Software screen.

- If you click [OK], after selecting the user from the list in [Select User Name] dialog, new <User> data of ZX-10 will be imported to ZX-10 Desktop Software.
- If you click [Cancel], the <User> data in ZX-10 will not be imported to ZX-10 Desktop Software.
- ZX-10 unit has only one <User> data. If you wish to synchronize by importing new <User> data of ZX-10 Unit, you must initialize the data in ZX-10 Unit.



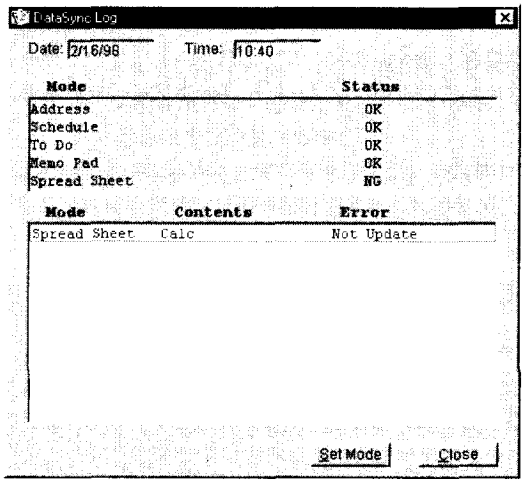
■ Synchronizing Categories

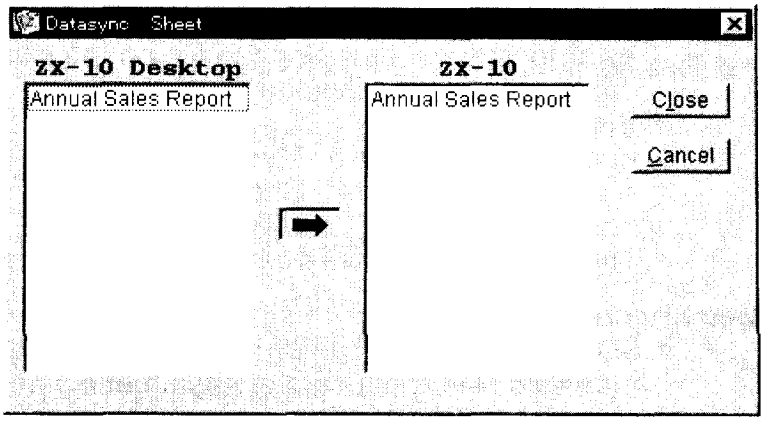
Category data in each mode is also compared and update each other between ZX-10 unit and ZX-10 Desktop Software when the synchronization is performed.

- When ZX-10 unit and ZX-10 Desktop Software is synchronized for 1st time, the ZX-10 Desktop Software category data will be transferred to ZX-10 unit.
- When category data is edited in ZX-10 unit, the corresponding data in ZX-10 Desktop Software will also be edited after the synchronization.
- When category data is edited in ZX-10 Desktop Software, the corresponding data in ZX-10 unit will also be edited after the synchronization.
- When category data editions are made in both ZX-10 unit and ZX-10 Desktop Software, the edited data in ZX-10 unit will be overwritten on corresponding edited data in ZX-10 Desktop Software.

Completing Data Sync

"Not Update" appears as error information if the same data on both ZX-10 unit and ZX-10 Desktop Software has been changed before the synchronization. In this case, press the [Set mode] button to determine the data destinations of the respective data so that it will be executed at the next synchronization.





- If this state occurs in all modes, this setting form will be displayed in the order of "Address", "Schedule", "To Do", "Memo" and "Sheet" in the same manner as each menu representation.
- If "Close" is pressed, this form will be closed. If any setting for another mode is left, this button will be changed to "Next" which clicking it will change to next outstanding modes.
- If "Cancel" is pressed, this form will be closed.
- If you click on the arrow [ ] at the center of the screen, its direction will be reversed.

  [ ] Writes the data on ZX-10 Desktop Software over the ZX-10 unit side.

  [ ] Writes the data on the ZX-10 unit side over the ZX-10 Desktop Software side.
- Because the setting is for each mode, you cannot specify each file.
- In Sheet mode, data synchronizes not only data unit but also in cell unit. Thus, in case different data is input in the same cell for ZX-10 unit and ZX-10 Desktop Software sheet file, "Not Update" will be displayed in [Data Sync. Log] screen as error information after the synchronization
- The default arrow direction in the Set Mode menu is from ZX-10 Desktop to ZX-10 Unit.
- You also can manually display [Data Sync. Log] dialog by clicking [View Log] command in [Data Sync.] menu.

Chapter 10 Reference

This chapter contains useful information that can help you solve problems or find out more about your ZX-10 Desktop Software.

Drag & Drop

- You can start up ZX-10 Desktop Software automatically and import a desired file, by dragging and dropping the file on the short cut icon of "ZX-10 Desktop Software" that was made in advance.
- Support file type
  - .doc(Microsoft Word) Memo
  - .xls(Microsoft Excel) Sheet
  - .txt(Plain Text) Memo
- This operation is invalid when ZX-10 Desktop Software has already opened.

Memory check

- Memory check will confirm the available memory data by <User> base. Warning message dialog appears in each mode when the input data exceeds the memory capacity of ZX-10 Unit.

Import Data conventions

■ Address

1. Type of file that can be imported.
   - Microsoft Outlook (No need to specify the file since Microsoft Outlook's data will be imported directly.)
   - A text file delimited by commas with an extension "*.csv" or "*.txt".
2. Performs no checks on overlapped data.
3. Processing an import of data from Microsoft Outlook.
   - Mapping of defaults to ZX-10 Desktop Software fields.

ZX-10 Desktop Software	Micorsoft Outlook
Last Name	Last Name
First Name	First Name
Title	Job Title
Company	Company
Address	Business Street
Zip Code	Business Postal code
Country	Business Country
Phone1	Business Phone
Phone2	Home Phone
Phone3	Home Fax
Phone4	Other Phone
Phone5	e-Mail Address
Custom1~Custom5	None

- The mapping of ZX-10 Desktop Software and Microsoft Outlook fields is one-to-one.
- Other fields that can be imported from Microsoft Outlook are shown in programs.

4. Processing an import of data from text files.
   - Imports the file after specifying field in ZX-10 Desktop Software and the field in the text file.
   - The field setting of ZX-10 Desktop Software will be the same as in the case of field mapping with Microsoft Outlook.

■ Schedule

1. Type of file that can be imported.
   - Microsoft Outlook (No need to specify the file since Microsoft Outlook's data will be imported directly.)
   - A text file delimited by commas, with an extension "*.csv" or "*.txt".
2. Import from Microsoft Outlook in Schedule mode.

ZX-10 Desktop Software	Micorsoft Outlook
Event Date	Start Time (Date)
Start Time	Start Time (Time)
End Time	End Time (Time)
Alarm	*1
Description	Subject

*1 All Alarm time will be converted into "minutes" when schedule data in Microsoft Outlook is transferred to ZX-10 Desktop Software. If <Reminder> is "off" in Microsoft Outlook, alarm data is also set as "off" in ZX-10 Desktop Software.

- When you import the same data, the duplicate data will be imported separately without confirmation message.

3. Processing an import of data from Microsoft Outlook.
   - Conversion of Alarm Time (when <Reminder> in Microsoft Outlook is "on").

Microsoft Outlook	ZX-10 Desktop Software		
	Alarm On/Off	Alarm Time	Alarm Type
1 minutes	On	1	Minutes
5 minutes	On	5	Minutes
1 hour	On	60	Minutes
1 day	Off	–	Minutes
0.5 day	Off	–	Minutes

- If the event in Microsoft Outlook is a 24-hour event, it will be imported as an "Untimed Event" in ZX-10 Desktop Software.

4. Processing an import of data from text files.
   - Imports the file after specifying field in ZX-10 Desktop Software and the field in the text file.
   - Import from text file in Schedule mode.

ZX-10 Desktop Software	Text
Event Date	Date Format
Start Time	Time Format
End Time	Time Format
Description	Character

- When Schedule data is imported by text form (with extension of txt. or csv.) to ZX-10 Desktop Software, the imported data will have no alarm time data.

■ To do

1. Types of files that can be imported
   - *Microsoft Outlook (No specifications of file because Microsoft Outlook's data will be* imported directly.)
   - A text file delimited by commas, with an extension "*.csv" or "*.txt".
2. Import from Microsoft Outlook in To Do mode.

ZX-10 Desktop Software	Microsoft Outlook
Description	Subject
Priority	Priority
Due Date	Due

   - ZX-10 Desktop Software only imports the Subject, Priority and Due for To Do data of Microsoft Outlook.
3. Performs no checks on overlapped data.
4. Processing an import of data from Microsoft Outlook.
   - Description and due data will be imported as it is.
   - Priority will be imported and converted as follows.

Microsoft Outlook	ZX-10 Desktop Software
"High"	1
"Normal"	2
"Low"	3

- Status is processed under the following conditions.
  ① "Completed Date" status item in Microsoft Outlook is imported as completed data in ZX-10 Desktop Software.
  ② "Complete" status item in Microsoft Outlook and for which the due date has not come, is imported as overdue data in ZX-10 Desktop Software.
  ③ "Complete" status item in Microsoft Outlook and for which the due date has passed, is imported as incomplete data in ZX-10 Desktop Software.

5. Processing an import of data from text files.
   - *Imports the file after specifying field in ZX-10 Desktop Software and the field in the* text file.
   - Import from text file in To Do mode.

ZX-10 Desktop Software	Text
Description	Character
Priority	Number
Due Date	Date Format

   - "Priority" data in Microsoft Outlook imports the value 1-5 to ZX-10 Desktop Software. Other value data will be imported as N/A (Not Available).
   - "Status" cannot be field mapped. All imported data is regarded as incomplete data.

■ Memo

1. File types that can be imported.
   - Microsoft Word files.
   - Standard text files with a .txt extender.
2. Text file that exceeds size of 8K bytes (approx. 8,000 characters) cannot be imported.
   - First line of memo text is used as memo title.

■ Sheet

1. File types that can be imported.
   - Microsoft Excel files.
2. If more than 8 KB sheet data (approx. 3,600 blank cells/approx. 1,000 cells with 5 digit letters/numbers in each cells) or sheet smaller than 4 columns X 17 rows are used on a worksheet, the sheet cannot be imported.
3. The imported data will be linked with the worksheet in Microsoft Excel source file.
4. Excel file with Macro function cannot be imported.

Export Data Conventions

The following describes the conventions for export data in each mode.

■ General

- Data in a field is treated as a character string except for values like times and dates.
- Character strings are enclosed in double quotation marks, and separated by commas. Times and dates are not enclosed in double quotation marks.
- Double quotation marks inside a character string are enclosed inside another set of double quotation marks. Example: ABC"DEF"GHI -> "ABC""DEF""GHI"
- Commas can be included inside data.
- Carriage returns are replaced with blank spaces.
- Times are output using 24-hour format (00:00 to 23:59).

■ Address Book

- Data for all fields can be output.
- All field data is enclosed in double quotation marks.
- Line one of the output data contains field names. Actual data starts from line two.

■ Schedule

- Line one of the output data contains field names. Actual data starts from line two.
- Export to text file in Schedule mode

ZX-10 Desktop Software	Quotation Marks
Start Date	NO
End Date	NO
Start Time	NO
End Time	NO
Description	YES

■ **To Do**

- Line one of the output data contains field names. Actual data starts from line two.
- Export to text file in To Do.

ZX-10 Desktop Software	Quotation Marks
Priority	YES
Status	NO
Description	NO
Due Date	NO

- When To Do data in ZX-10 Desktop is exported to other text file, all completed event data will be output as "100" and all expired data will be output as "0" in the status field.

■ **Memo**

- All data is output as a single character string.

■ **Sheet**

- If output in Microsoft Excel format, the output Microsoft Excel file's sheet and the data in the ZX-10 Desktop are linked. However, data which have already been linked to another file cannot be linked even if they are output in Microsoft Excel format.
- The work sheet without any input data in the cell will not be synchronized.
- Importing Microsoft Excel file to ZX-10 Desktop Software will create a file link between them. If sheet data is edited in ZX-10 unit sheet file and then synchronized to ZX-10 Desktop Software, this edition made in the sheet file will also be reflected to linked Microsoft Excel file.
- Microsoft Excel file already linked to ZX-10 Desktop Software sheet file cannot be imported to another sheet file.

Troubleshooting

Check the following points whenever you experience problems while using the ZX-10 Desktop Software.

■ **Cannot install ZX-10 Desktop Software.**

- Make sure the installation of CD-ROM is correctly mounted in your computer's CD-ROM drive.
- Make sure you are running Windows 95 or Windows NT 4.0 or later.
- Make sure there is enough available free space on your computer's hard disk.

■ **Cannot start up ZX-10 Desktop Software.**

- Make sure you have enough RAM to run ZX-10 Desktop Software.
- Press "Alt"+"Tab" to check if the ZX-10 Desktop Software is already running.

■ **Cannot perform data synchronization.**

- Check if the current COM port is being used by another device.
- Check if the RS-232C linking your computer and ZX-10 unit is connected correctly.
- Make sure a ZX-10 Desktop Software dialog for such operations as new data input is not open. Data synchronization cannot be performed when such a dialog is open.
- Confirm that a power save operation was not executed during a data synchronization.
- Disable your screen saver whenever performing a data synchronization.
- If the data synchronization does not work at communication speed of 57600, lower the transfer speed to 19200 or 9600.

■ **Cannot open a sheet Data of ZX-10 Desktop Software.**

- Make sure the Sheet Data is linked to a Microsoft Excel file, and that the Microsoft Excel file itself is not already opened.

■ **ZX-10 Desktop Software related files are deleted.**

- Uninstall ZX-10 Desktop Software and then re-install it.

■ **Cannot import from Microsoft Outlook to ZX-10 Desktop Software.**

- Make sure that your Microsoft Outlook application is installed correctly.

■ **Cannot export data from ZX-10 Desktop Software.**

- Check to make sure that there is data stored under the category you have specified for export. Check other data type specifications.
- Make sure you are specifying the file name correctly.

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